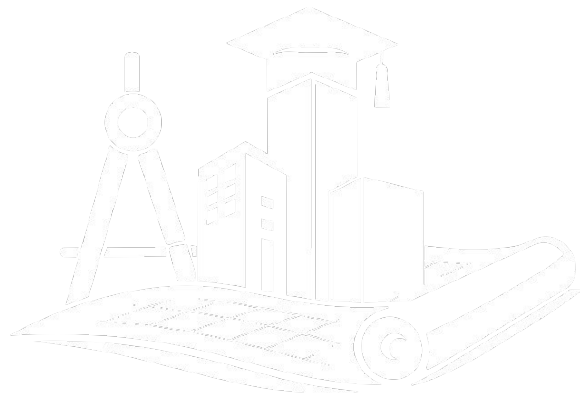




INTERNSHIP
ARCHITECTS



INTERNSHIP ARCHITECTS

Every great future
begins with a **blueprint.**



LIS Student Blueprint:

Internship/Job Search

Search



SEARCH Q & A

Is finding an internship or job easy?

Are there jobs available in today's economy?

How many applications should I submit?



Search



SEARCH Q & A

Q: Is finding an internship or job easy?

A: NO! In fact doing a thorough search takes time and energy. There will be times you will be frustrated, but doing it right will pay off.

“Choose a job you love,
and you will never have to
work a day in your life.”
~Anonymous

Search



SEARCH Q & A

Q: Are there jobs/internships available in today's economy?

A: YES! There are many jobs and internships available. Internships are becoming more popular as companies can really get to know an employee before hiring them for a full time role. There are jobs open; some fields/industries have less or more. Understand where there is demand. Pivoting and thinking critically about a search is important.



Search



SEARCH Q & A

Q: How many applications should I submit?

A: There is no magic number, but many is the short answer. If you incorporate other strategies into your job search, the number should be less. Being strategic will make your applications better so fewer will be needed.

**The average job seeker
needs to submit between
32 and 200+ applications
to land a single job offer.**

<https://blog.theinterviewguys.com/how-many-applications-it-takes-to-get-hired-in-2025>/<https://blog.theinterviewguys.com/how-many-applications-it-takes-to-get-hired-in-2025/>

Search



SEARCH

For the most part, the process of searching for an internship or job is the same. The same strategies will apply.

I will usually use the term “position” for this lesson to indicate either a job or internship.



Search



PREPARING

Don't start a job/internship search until you have all the necessary, preliminary work completed.

This includes:

- ☐ Identify fields of interest
- ☐ Identify positions of interest

You have to know what you want before you can start looking for it.



Search



PREPARING

- ☐ Ask people to be your references

Then you need to have all your career materials written, updated, tailored.

- ☐ Resume
- ☐ Cover letter (shell)
- ☐ LinkedIn profile
- ☐ Reference sheet

Once all your materials are ready, start searching!



Search



SEARCH STRATEGIES

How do you search?

- ☐ Job/Internship Databases/Boards
- ☐ Target
- ☐ Brainstorm
- ☐ Network



Search



DATABASES/JOB BOARDS

There are many job databases available that post positions of all types and in all industries:

Handshake



LinkedIn



Indeed



Ziprecruiter



Search



DATABASES/JOB BOARDS

There are many job boards available for specific kinds of jobs or employers.

Federal Government: [USAJobs.gov](https://www.usajobs.gov)

State Government: [StateJobsNY.gov](https://www.statejobsny.gov)

Local Government: County, City, etc.



Search



DATABASES/JOB BOARDS

There are many job boards available for specific kinds of jobs or employers.

Niche Job Boards: Idealist, Teamwork, HigherEdJobs, Biospace, WorkForGood....

Professional Associations: Society for HR Managers ([SHRM.org](https://shrm.org)), National Strength and Conditioning Association ([NSCA.com](https://nsc.org))



Search



DATABASES/JOB BOARDS

Hints for using databases:

- Try several variations
 - Of titles (coordinator, specialist, analyst, intern)
 - Of fields (marketing, PR, Communications; engineering, civil engineering; finance, financial, accounting)
 - Use the titles provided in a new search

The screenshot shows a LinkedIn search interface. At the top, the search bar contains 'editor intern'. Below the search bar are filters: 'Jobs' (selected), 'Date posted', 'Remote', 'Higher Ed', 'Content', 'Media', 'Digital Publishing', 'Easy Apply', 'Experience', 'Company', 'Under 10 applicants', and 'In my network'. The results show '99+ results' for 'United States'. Three job listings are visible: 'Editorial Intern' at The Bowery Review, 'Digital Editorial Intern' at David Zwirner, and 'Content Writing Intern (FT/Paid)' at Open Road Integrated Media Inc. On the right, a detailed view of 'Editorial Intern' at The Bowery Review is shown, including the location 'New York City Metropolitan Area', the time '12 hours ago', the number of applicants '7', and buttons for 'On-site', 'Full-time', 'Easy Apply', and 'Save'.

in editor intern

Jobs Date posted Remote Higher Ed Content Media Digital Publishing Easy Apply Experience

Company Under 10 applicants In my network

99+ results United States

Editorial Intern
The Bowery Review
New York City Metropolitan Area (On-site)
Viewed · Be an early applicant · 12 hours ago · Easy Apply

DZ **Digital Editorial Intern** ✓
David Zwirner
New York, NY (On-site)
2 weeks ago

OR/M **Content Writing Intern (FT/Paid)**
Open Road Integrated Media Inc.
New York, NY (On-site)
1 month ago · Easy Apply

The Bowery Review
Editorial Intern
New York City Metropolitan Area · 12 hours ago · 7 applicants
No response insights available yet

On-site Full-time

Easy Apply Save

Search



DATABASES/JOB BOARDS

Hints for using databases:

- Check frequently and use filters
 - Posted in the past 3, 7 days
- Use filters
 - Level: internship, entry level, less experience
 - Type: remote, in-person, hybrid
 - Location: use wide radius
- Set up multiple job alerts (with different boards, titles, etc.)
- Do not apply through the databases!!!

Search



HOW TO USE AI

How can AI help you search?

❏ Job/Internship Databases

Ask AI

- What job titles are a good fit for me based on....
 - What are adjacent jobs/job titles to X
 - What are some industry specific job boards for X
 - What professional associations are affiliated with careers in X
-

Search



DATABASES

Important NOTE!

Do NOT apply through job boards/sites like LinkedIn or Indeed!

- If the posting doesn't direct you to the company page, go there yourself



Search



Pros and Cons of Databases

<u>PROS</u>	<u>CONS</u>
Convenient	Outdated
Easy	Popular
Timely	Ghost positions
Numerous positions	Less productive results
Good exploration tool	Cost to employers
	Reactive

Search



SEARCH ACTIVITY

Time to try searching for yourself! Search for positions using job boards/databases.

Use the Search Activity throughout this course.

- Complete the Database Activity section only!
- Search a database for some positions that are (or could be) of interest to you
- Find some niche job boards or professional associations



Search



DATABASE ACTIVITY

Did you see any positions of interest? Did you get a sense of other titles? Will (would) you apply to these places?

Remember job boards are the quick and easy way to apply, but it is NOT the most productive way to yield results. In fact, we believe job boards are best used as a career exploration tool rather than for actual application purposes.

Job boards generate
**49% of all
applications but
only 24.6% of hires**

Search



TARGET COMPANIES

Do you know where you would like to work? Do you have a company you dream of working? GREAT!

That's the second search strategy, Target companies of interest!



Search



TARGET COMPANIES

What do you know about that company? Why do you want to work there?

Learn all you can about the company.



Search



TARGET COMPANIES

1. Visit the company's website and find the careers page
 - a. View all the postings
2. Do you know anyone who works (or worked there in the past)? Ask them about opening or how to apply.
3. Find people who work there. Ask networking connections, look on company website, search on LinkedIn
4. Think of other companies of interest to target



Search



Websites have Careers tabs



[Men](#) [Women](#) [Kids](#) [Jordan](#) [NikeSKIMS](#) [Back to School](#) [Sale](#)

 Search



[Air Max 95](#)

[Basketball Shoes](#)

[Hoodies & Pullovers](#)

[Kids Running Shoes](#)

Resources

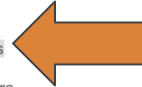
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Search



TARGET COMPANIES

Find other companies to target

- More in a region than you realize
- More companies in the industry



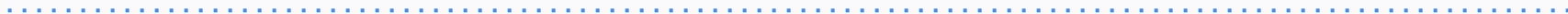
Search



HOW TO USE AI

Ask AI

- Companies in a region
 - Provide a list of all the <accounting firms> in the <Albany, NY> region
 - Provide a list of the 10 largest employers in the <Albany, NY> region
 - Provide a list of companies in the <Albany, NY> region with formal internship programs
- Companies like target company
 - Provide a list of 10 companies similar to or competitors of target company <Pfizer>
 - Provide a list of 5 biopharma companies in the <Albany, NY> region



Search



Pros and Cons of Targeting

<u>PROS</u>	<u>CONS</u>
Better fit	Laborious
More positions than posted on database	Limited knowledge
Real positions	Fewer options
Proactive	

Search



TARGET ACTIVITY

Time to think about your target companies. Complete the Target Activity section (only) of the Search Activity

- List some companies of interest to you
- Look on those company websites
- Find the careers section of the website
- Review the positions that are currently posted that are (or could be) of interest to you
- Complete the Target Activity section only!



Search



TARGET ACTIVITY

Was it hard to come up with a list of companies?

Did you know companies have their career openings so easily accessible? Were there any positions you will (or would) apply to?

Targeting is the search strategy to finding what you most want to do. Don't stop by just going on their website. We'll talk later about networking.



Search



BRAINSTORM

One con of the Target strategy is it's sometimes hard to come up with companies of interest.

Now that you have a few companies in mind, you have to get more. Spend time on your target companies, but let's discuss ways to branch out from those few target companies.

Strategy #3 is Brainstorm!



Search



BRAINSTORM

Get thinking! There are many options. Focus on one item and branch out from there. What is most important about your search criteria?

- Job type
 - Relevant to you
 - Geographical location
 - Company
 - Work location (remote, in-person, hybrid)
 - Salary
-

Search



BRAINSTORM

- If Job type is important, search for all companies with X type of department
- If Relevant to you is important, think of companies you use, think of hobbies, interests, causes, products and service you use
- If Geographical location is important, search for all companies in a region
- If Company is important, why? Search for other similar type companies
- If Work location is important (remote, in-person, hybrid) then you may not be limited to a commutable distance
- If Salary is important search for companies with top paying salaries

These can all be limiting factors as well, so be flexible!

Search



BRAINSTORM

Think of one idea, and then see how many related companies you can list.

For Example: I am interested in marketing and my dream job is to work for the LPGA

Think smaller: Local golf courses, junior leagues

Think of related products: clubs, balls, shoes, clothing, carts, courses/clubs

Think of other sports: tennis, horse racing, bowling

Then brainstorm/research companies associated with each one listed.

Search



HOW TO USE AI

This is where AI will really be useful in your job/internship search. Ask AI to:

- Generate a list of companies who have hired the most interns/entry level positions in a geographical area
- Generate a list of companies who are growing in a geographical area
- Generate a list of all X type of companies
 - Generate a list of all X type of companies in a geographical area
- Generate a list of companies who hire for remote X positions
- Generate a list of companies that compete with X company.

These are generic prompts, get more specific.

Search



HOW TO USE AI

Continued Ask AI to:

- Generate a list of products similar to X.
- What roles/positions does X company hire the most?
- What are adjacent roles to Y career?
- Who are all the companies associated with x (ie golf balls)?

These are generic prompts, get more specific.



Search



Pros and Cons of Brainstorming

<u>PROS</u>	<u>CONS</u>
Better fit	Laborious
More options than you ever thought	Limited knowledge
Unique opportunities	Difficult to organize
Proactive	

Search



BRAINSTORM ACTIVITY

Complete the Brainstorming Activity section of the Search Activity. This is truly to brainstorm and start thinking of the infinite possibilities of places of employment.

This process is exhausting, but be thinking about all the time.

There are so many places you could in fact work/intern all around you! The creative job/internship seeker is flexible and comes up with ideas.



Search



BRAINSTORM ACTIVITY

Did you come up with some ideas that you hadn't thought about previously? It can be a great exercise to think of all items connected to a topic and realize the vast amount of companies that are a part of everything you do.

Jobs are everywhere. Realize that everything you use and do there are jobs associated with it?

Getting into a company of your dreams as an early career professional will allow you to move/grow within the company.

Search



NETWORK

Databases/Job boards, Targeting, Brainstorming are three great strategies to start your position search, but there is more to do!

Applying to positions is not a productive search strategy. You and hundreds of others are doing this approach; thus, it's hard to stand out.

You have to do more!

What?



Search



NETWORK

NETWORK!

- Let people know you are looking for positions
- Ask them if their company is hiring
- Ask if they know of companies hiring
- MANY job are filled without ever being posted publicly

**The “hidden job market”
accounts for 70+% of positions!**

Search



NETWORK

NETWORK!

- Always network with a contact before/after sending an application
- Be on LinkedIn for recruiters to find you
- Network/Talk with people to build connections and get referred

Only 0.1-2% of cold online applications result in job offers, while referrals have a 30% success rate and sourced candidates are 5× more likely to be hired

Search



NETWORK

Your network: Who do you know?

- Family
- Friends
- Friends' families
- Family's friends
- Professors/teachers/administrators
- Co-workers/former co-workers

Smart job seekers should spend 80% of their time networking and only 20% on applications, since 85% of jobs are filled through connections and 44% of hires come from candidates already in company databases

Search



NETWORK

Where, when, how can you network?

- LinkedIn
 - Career fairs
 - Networking events
 - Events
 - Participating in activities
 - Other platforms (Peoplegrove, Handshake, etc.)
 - Family gatherings
 - ANYTIME
-



Search



NETWORK

You have a network, you just don't think of them as that. Those people can help you!

But as you grow your career, you want to grow your network. It's time to brainstorm and think of more people you can include in your network. Think of people you know who could potentially help you.



Search



NETWORK ACTIVITY

Complete the Network Activity section of the Search Activity. List a few people in each category to help you identify new network contacts.

For now we are brainstorming and making lists of people.



Search

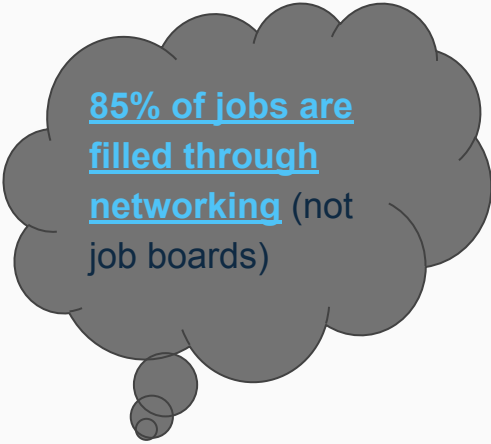


NETWORK ACTIVITY

Were you able to easily come up with people in your network? Do you need to grow your network more?

Don't be afraid to ask people to help you, but remember you have to OFFER help in return. Networking is a two way street.

More on that topic in the Internship Architects' Networking Course.



85% of jobs are filled through networking (not job boards)

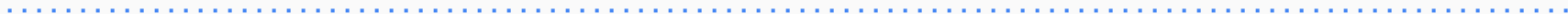
Search



IMPORTANT SEARCH TIPS–ORGANIZATION

Be ORGANIZED! Keep notes, make a spreadsheet for all your application information. Keep another spreadsheet of networking contacts. Set up a calendar and use reminders to follow up on applications and with networking contacts

- a. On the application spreadsheet: position, company, application date, contact person's name, contact person's email, contact person's phone, any connections/networking contacts, date of contact, follow ups
- b. On the networking spreadsheet: person, contact information, company, career field, how/where you met, when to follow up



Search



IMPORTANT SEARCH TIPS-HIRING TIMELINES

Be aware of the hiring timelines by industry. Some industries (accounting, research, etc.) do their hiring well in advance of positions starting. Some industries do their hiring a few months before graduation. Others hire based only upon when they have openings.

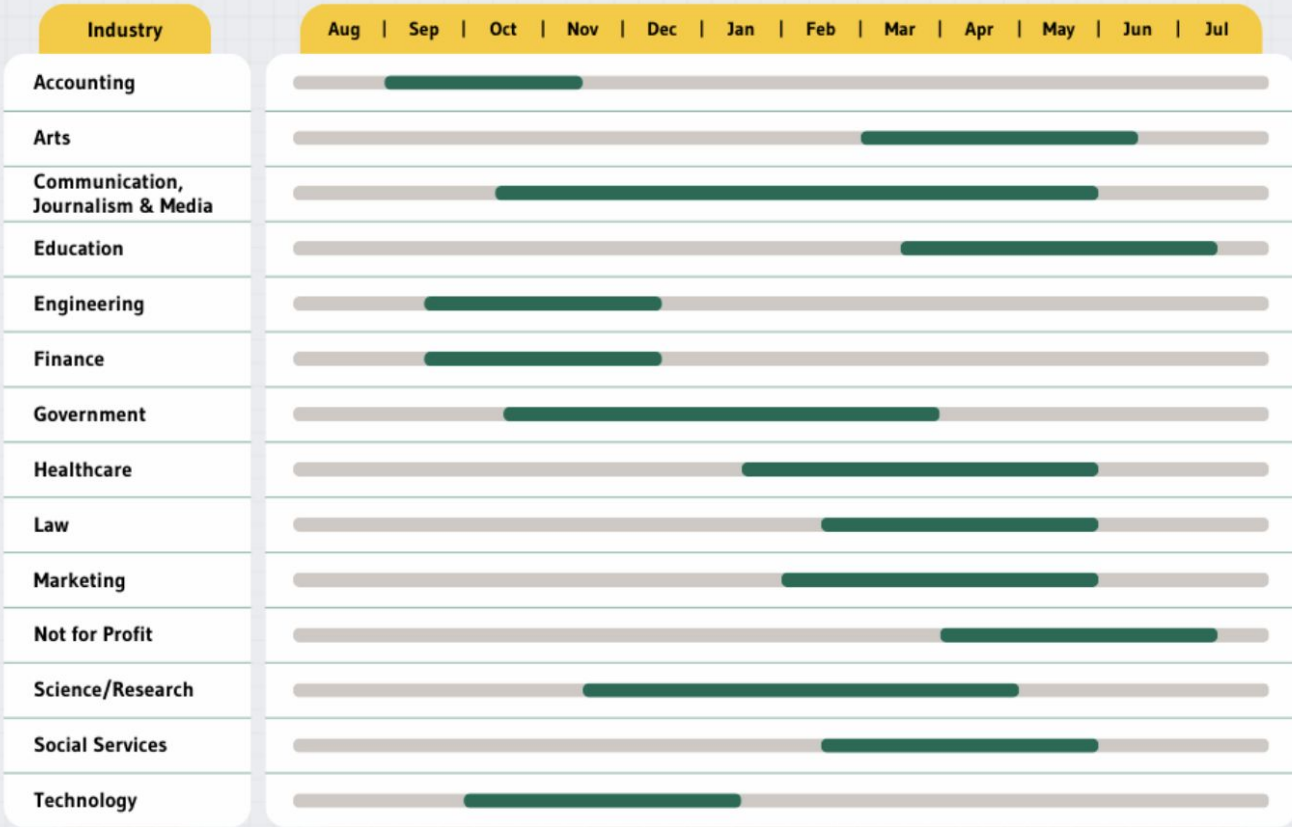
Know your industry.

Plan your calendar accordingly.

The Hiring Timeline by Industry resource.



Hiring Timelines by Industry



Search



IMPORTANT SEARCH TIPS-TIME

1. Spend TIME EACH WEEK on your search. There is plenty of work to be done. We recommend 1-2 hours/day (5-10 hours/week) dedicated to your search!
 - a. Go through job boards for new positions
 - b. Apply to positions through company websites
 - c. Find networking connections on LinkedIn (see LinkedIn lesson for how to find alumni or company contacts)
 - d. Network, emails, conversations, coffee chats, informational interviews, events
 - e. Complete any necessary follow up

Remember spend 80% of your time networking!



Search



REMINDERS: GENERAL SEARCH TIPS

1. Use job boards/databases as an exploration tool.
2. Try to never apply through the database, better to go to the company's page directly.
3. A search should include databases, targeting, brainstorming, and NETWORKING.
4. Use your time smartly—more on networking and less on “cold” applications.



Search



REFLECTION and LESSON COMPLETION

1. Complete the Reflection.
2. Take the quiz to complete this lesson and move on to the next lesson.

We recommend Internship Architects' Networking course next!

Thank you for using Internship Architects' blueprints.

References: How Many Applications it Takes to Get Hired in 2025,
(2026), The Interview Guys:

<https://blog.theinterviewguys.com/how-many-applications-it-takes-to-get-hired-in-2025/>
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