



Job & Internship Search Strategies

Career Course

Career Lab: Plan, Practice, Succeed

PhD Anita Gaile



Career Lab: Plan, Practice, Succeed

1. Introduction to Career Planning
2. Understanding the Career Landscape
3. Job & Internship Search Strategies
4. Preparing for the Job Hunt
5. Professional Skills and Attitudes at Work
6. Long-Term Career Well-Being



3. Job & Internship Search Strategies

Where and how to find internships and job opportunities

Active vs. passive job search techniques.

Making the most of internships:

Standing out as an intern

What to expect from an employer?

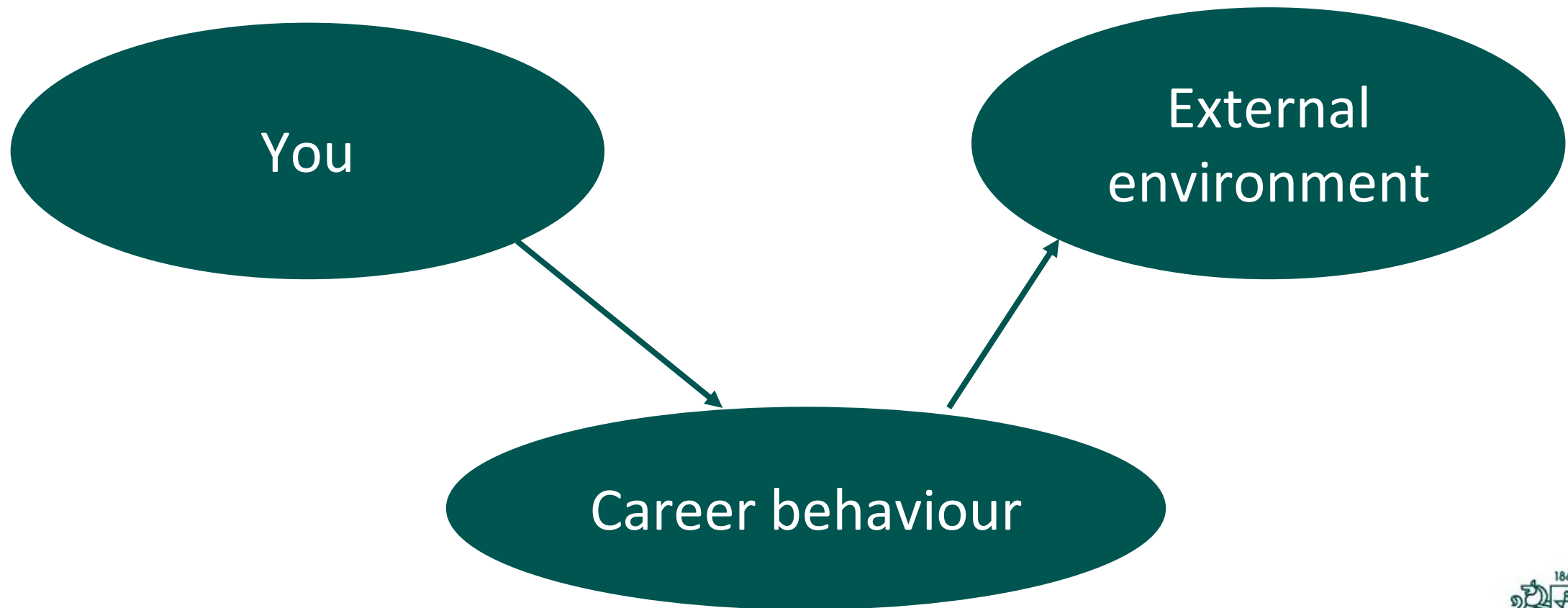
Turning internships into full-time roles

Additional experience-building:

Volunteering

Erasmus and international opportunities

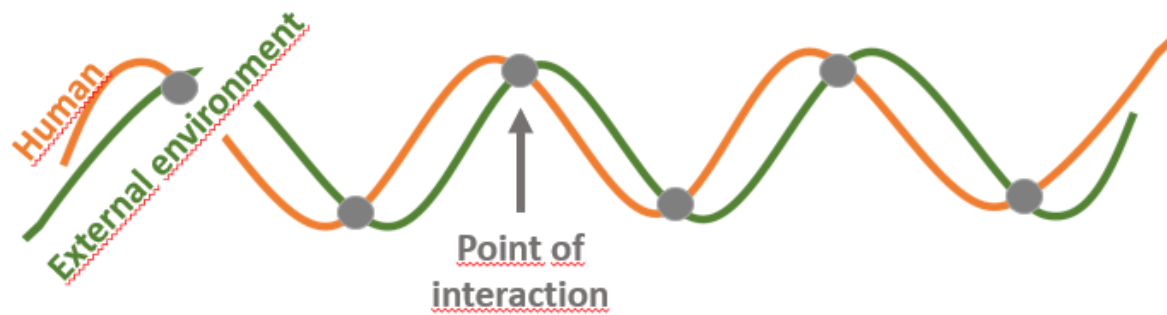
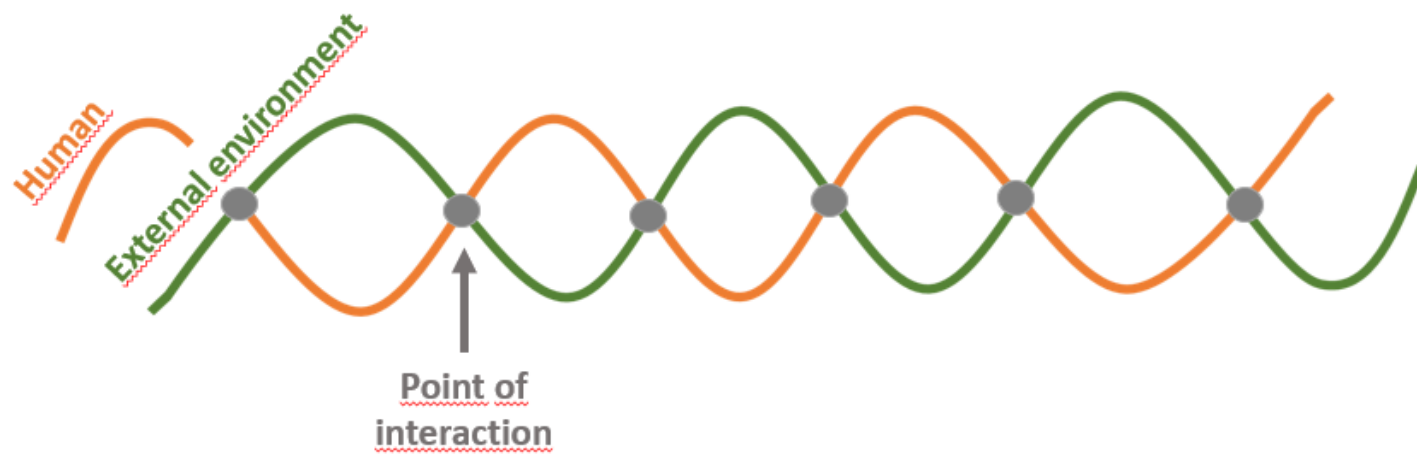
Elements of career process





Where and how to find internships and job opportunities



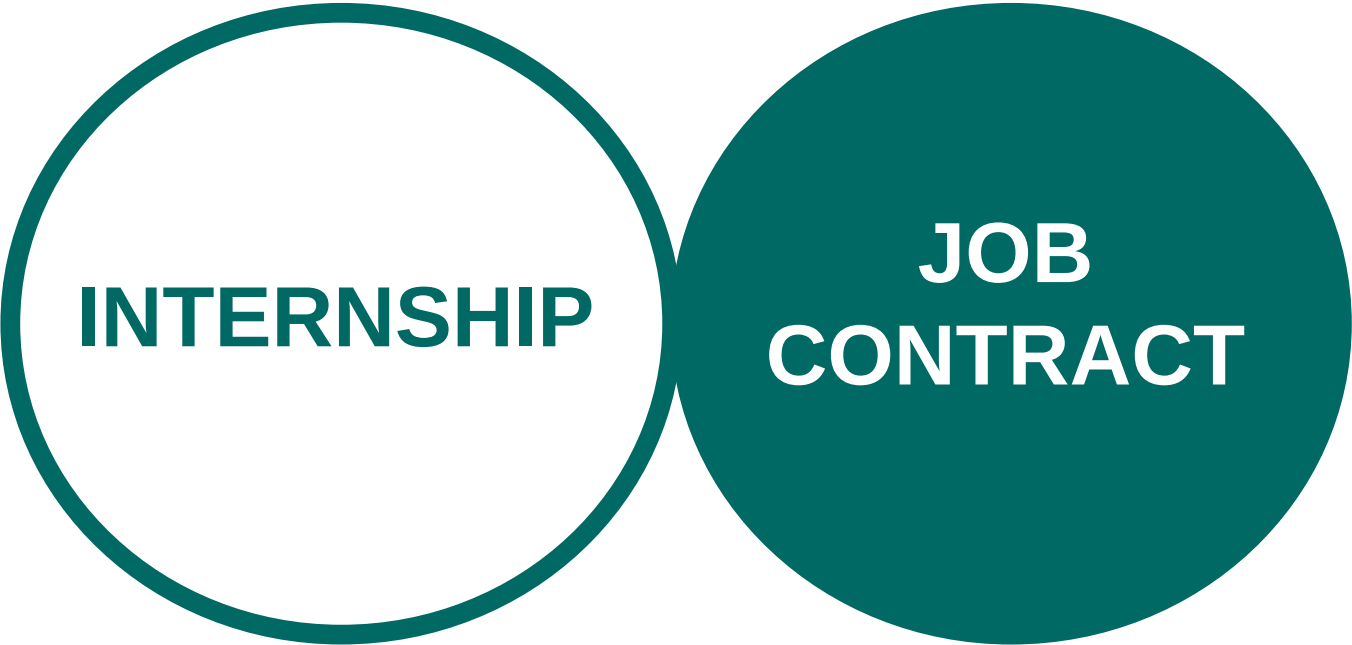




INTERNSHIP



**JOB
CONTRACT**



INTERNSHIP

A Venn diagram consisting of two overlapping circles. The left circle is white with a dark teal outline and contains the word 'INTERNSHIP' in dark teal. The right circle is solid dark teal and contains the words 'JOB' and 'CONTRACT' in white. The background features faint, light gray geometric patterns of overlapping squares and rectangles in the top-left and bottom-right corners.

**JOB
CONTRACT**

Why internships are important

1. Gain Real-World Experience

- Apply academic knowledge in a practical setting
- Understand daily responsibilities in your chosen field

2. Build a Competitive Résumé

- Strengthen your CV with hands-on experience
- Show initiative and relevant skills to future employers

3. Explore Career Paths

- Test different industries or roles before committing
- Clarify your career interests and long-term goals

4. Grow Your Professional Network

- Meet mentors, industry experts, and future colleagues
- Get referrals and job leads through connections

5. Increase Chances of a Full-Time Offer

- Many internships lead to permanent positions
- Interns often get priority in hiring decisions

**Internships are a bridge between education and employment —
they open doors and shape careers**

Where and how to find internships

Start with Self-Assessment

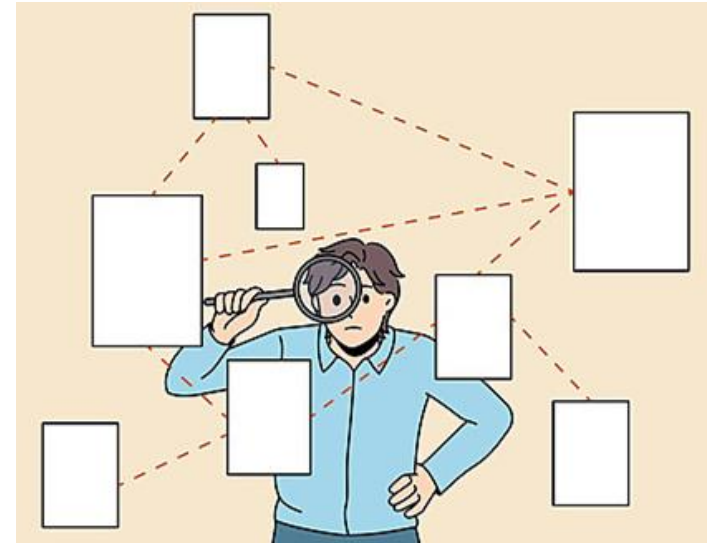
- Identify your interests, skills, and career goals
- Decide on internship type – paid/unpaid, duration, field



Where and how to find internships

Research & Planning

- Explore industries and companies offering internships
- Check company websites, social media, and news articles



Where and how to find internships

Search Channels

- Online job boards (e.g., cv.lv)
- University career centers, alumni networks
- Career fairs – prepare your CV, network actively



Where and how to find internships

Networking & Outreach

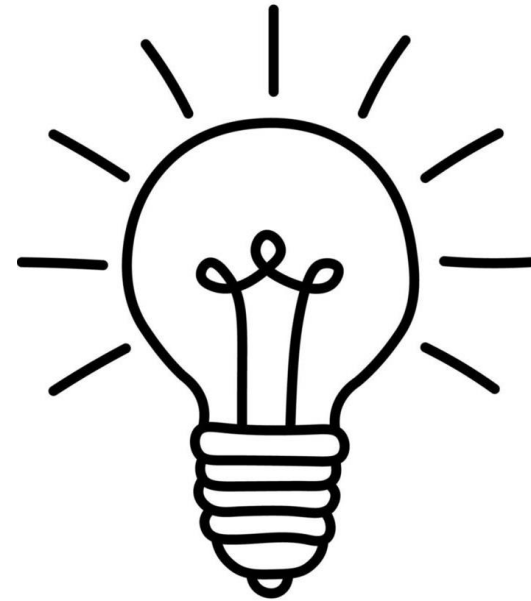
- Talk to professors, mentors, family, and friends
- Reach out to companies even without open listings –tailor your message



Where and how to find internships

Application Tips

- Customize your résumé and cover letter for each role
- Prepare for interviews: research the company
- Send follow-up and thank-you emails after interviews



Remember: Starting early + staying proactive = more opportunities!

Where and how to find job

1. Clarify & Optimize Your Profile

- Update your résumé and LinkedIn with your latest experience
- Highlight transferable skills first—these catch attention even before detailed work history

2. Apply Strategically

- Apply to roles that closely match your skills and career goals
- Focus first on target companies, then broaden to adjacent industries or roles

3. Engage Recruiters & Referrals

- Reach out to recruiters or staffing agencies for support
- Ask trusted connections for referrals—referrals often lead to interviews and higher consideration rates

4. Conduct Informational Interviews & Network

- Speak with professionals in target companies or industries
- Use these conversations to learn, build relationships, and ask for referrals when relevant

5. Interview, Follow-Up & Evaluate

- Attend interviews and promptly send thank-you notes to express gratitude and reinforce interest
- Analyze outcomes—if offers are pending or rejections received, adjust strategy or regroup as needed

Active vs. passive job search techniques

Active Job Search

- You actively search for opportunities - browsing job boards and applying for specific positions
- Results tend to be faster, but competition may be higher
- Includes sending CVs, online applications, and networking outreach

Active Self Promoting

- Actively promote that you are looking for job (f.e. “Open to work” on LinkedIn profile)
- Make visible your portfolio, promote it

Passive Job Search

- You are not actively applying, but open to better opportunities
- Employers or recruiters may contact you through professional networks or referrals
- Takes longer but can lead to more tailored and high-quality roles

Internships and job opportunities



CV shall contain sections:

1. About – stating students strengths and career ambitions
2. Previous study experience – identifying achievements and preferred study courses,
3. Previous work experience – clearly stating achievements and obtained skills
4. Skills and competencies
5. Interests – disclosing personal information relevant to student and position

Well-designed CV shall not contain personal information
(like personal ID number and/or home address)



Certified public accountant with 6+ years of experience. Adapts seamlessly to constantly evolving accounting processes and new technologies. Detail-oriented, efficient and organized, with extensive experience in accounting systems.

ibrooks@gmail.com
12 Main Street, Washington, DC 20229
(212) 555-1212
jun 23 1985
American
linkedin.com/ibrooks

SKILLS

- Organizational skills
- Time management
- Adaptability
- Leadership

LANGUAGE

- English | Native
- Spanish | Advanced
- German | Elementary



ACCOUNTANT

Lana Brooks

EXPERIENCE

- Feb 2018**
Present
ACCOUNTING DIRECTOR
Apex Corporation, Washington DC
 - Reported to and collaborated with the Chief Financial Officer (CFO) to evaluate and evolve organizations best practices and implement effective financial and accounting strategies.
 - Overseeing the accounting team and providing guidance and direction as needed.
- Jan 2013**
Feb 2018
STAFF ACCOUNTANT
Dobra Corporation, Washington DC
 - Prepared financial statements and monthly/quarterly reports for review by the senior accountant and upper-level management. Ensured the accuracy and timely delivery of all reports.
 - Managing relationships with external auditors, tax professionals, and other financial service providers.
- Feb 2012**
Jan 2013
ACCOUNTANT
Unix Corporation, Washington DC
 - Trained, hired and mentored bookkeepers ensuring adherence to sound accounting practices.
 - Managing the budgeting and forecasting process.
- Jul 2009**
Dec 2009
ADVANCED FINANCIAL ACCOUNTING
Georgetown University, Washington DC
 - Advanced principles and concepts of financial accounting
- Jul 2008**
Dec 2008
ADVANCED FINANCIAL ACCOUNTING
Georgetown University, Washington DC
 - Principles and practices of auditing, including the role of the auditor, the audit process, and the detection and prevention of fraud
- Jul 2007**
Jun 2008
MANAGERIAL ACCOUNTING
American University, Washington DC
 - Accounting information for internal decision-making and planning

EDUCATION

Linked in



John Smith

Executive Coordinator
Washington D.C. Metro Area | Finance Industry

Current World Bank Group
Education The Johns Hopkins University (SAIS)
Recommendations 2 recommendations
Phone +1 347 123 4567
Email john.smith@gmail.com
LinkedIn https://www.linkedin.com/in/JohnSmith



Summary

In this section, you can describe your profile, career, goals, aspirations, and a brief summary about your profession.
Project Coordinator with international background and over 10 years' experience in assisting leading companies and organizations. Long record of accomplishment working with a large number and different type of projects. Dedication in delivering high standards and excellence.



Experience

Consultant, Financial Planning & Analyst World Bank Group

November 2014 – Present | New York Metro Area
Here you can describe your position, or use the bullets below.

- Participating in sponsorship opportunities, attending networking events.
- Pitching and applying personal experience, organizing events, training sessions.
- Conducted impact evaluation on the effectiveness of models supporting small firms.
- Participated in the design of knowledge management products and activities.



Consultant, Office of Evaluation & Oversight Inter-American Bank

July 2010 – August 2014 (4 years 1 month) | Washington D.C. Metro Area
Here you can describe your position, or use the bullets below.

- Participating in sponsorship opportunities, attending networking events.
- Pitching and applying personal experience, organizing events, training sessions.
- Conducted impact evaluation on the effectiveness of models supporting small firms.
- Participated in the design of knowledge management products and activities.



Consultant, Office of Evaluation & Oversight HSBC Bank

January 2008 – March 2010 (2 years 3 month) | Washington D.C. Metro Area
Here you can describe your position, or use the bullets below.

- Participating in sponsorship opportunities, attending networking events.
- Pitching and applying personal experience, organizing events, training sessions.
- Conducted impact evaluation on the effectiveness of models supporting small firms.
- Participated in the design of knowledge management products and activities.



JANE BLOGGS

Project Manager

PROFILE

Project Manager with over 5 years of experience delivering value and at ABC Electronic and ACME Digital. I'm highly motivated to work on the next phase of your e-commerce platform because I want to help make the number one online shopping experiences even better. I'm confident my leadership skills and budget management skills will enable me to help Next Shopping Tech achieve over 33% market share in the next two years.

EMPLOYMENT HISTORY

ABC Electronic
June 2018–present

Project Manager

Achievements

- Launched chatbot service that reduced customer service waiting times by 50%
- Optimised page speeds leading to traffic increase of 10%
- Profit increase of over 15% directly attributable to projects I managed

Responsibilities

- Lead team of 5 project manager responsible for optimising platform conversions
- Manage annual budget of over £2 million
- Key contact for senior stakeholders from 5 business functions

ACME Digital
September 2016–
May 2018

Project Manager

Achievements

- Rollled out email retargeting programme that increased sales by 11%
- Delivered all projects ahead of deadline and under budget

Responsibilities

- Designing risk mitigation plans
- Securing investment from internal stakeholders
- Coaching 2 Project Coordinators

EDUCATION

University of York

BSc Computer Science (Hons) | 2:1

SKILL

Personal

Management Skills
Time Management
Negotiation
Critical Thinking
Communication Skills
Leadership

Professional

Financial Accounting
Managerial Accounting
Financial Reporting
Auditing
Expense Reporting
Accounts Payable
Account Receivable



RIGA TECHNICAL
UNIVERSITY

Internships and job opportunities



Motivation letter

Motivation letter shall include:

- Why you are interested in the vacant position
- Which of your skills and competencies you believe will contribute the most to the success of the potential employer
- Statement of your willingness to meet in the job interview

CV and motivational letter shall be designed in the same style



CONTACT

+1223-456-7890
me@ana_hanna.com
ana_hanna.com

EDUCATION

Design University
Master of Graphic Design
Design University
Bachelor of Graphic Design

WORK EXPERIENCE

Design Inc./ Sep 20XX - May 20XX

CREATIVE DESIGNER

Incorporated intergrated sustainable design solutions into projects, preparing 2D and 3D design drawings

Design Class/ July 14 20XX - Sep 20XX

SENIOR DESIGNER

Incorporated intergrated sustainable design solutions into projects, preparing 2D and 3D design drawings

SKILLS

Creativity, Time Management, Analytics, Communication, Design

Prepare a standard application, but always tailor the text to match each job posting

Selene Rowan

Student

selene@email.com

MOTIVATION LETTER

March 15, 2084

Jasen Gaylord

School Director

Lakeside Academy

Salinas, CA 93901

Dear Mr. Gaylord,

I am penning this Motivation Letter to formally indicate my intent to apply for the Study Abroad Program offered by your esteemed institution, which I have always viewed as a beacon of academic excellence. My name is [Your Name], and I am a student who is deeply passionate about expanding her cognitive horizons and cultural repertoire to enrich her educational journey.

Studying abroad is an unparalleled opportunity to immerse myself in a foreign culture, develop a high proficiency in a second language, and cultivate a global perspective that transcends borders. As someone intent on pursuing a career in international relations, my ambition is to acquire firsthand experience of the distinctive social constructs, languages, and traditions of different nations.

Sincerely,

Signature

[Your Name]

[Your Email]

[Letter Templates @ Template.net](#)

Don't let AI to write your motivation letter



Making the most of internships



Standing out as an intern

Show a strong willingness to learn

About 77 %* of employers prioritize curiosity and adaptability over technical skills

Be proactive and engaged

Ask thoughtful questions, volunteer when appropriate, and seek feedback regularly

Demonstrate professionalism

Deliver results on time, communicate clearly, and meet deadlines consistently

Collaboration is key

Contribute meaningfully in team settings and help where you can

Align with company culture

Understand and follow the organization's values, mission, and norms to fit in seamlessly

* <https://www.linkedin.com/pulse/what-industry-expects-from-interns-should-expect-return-pradeep-m-oedqc/>

What to expect from an employer?

Real-world exposure beyond textbooks

Interns gain hands-on experience with tools, projects, and company workflows

Mentorship & professional network building

Support from supervisors and colleagues who guide growth and foster connections

Skill development in both areas

Interns learn technical tools and soft skills like communication, time management, and adaptability

Insight into team dynamics and values

Understanding workplace collaboration, organizational culture, and expectations

Turning internships into full-time roles

Establish credibility from day one

Be punctual, reliable, consistent in quality -
even for small tasks



Turning internships into full-time roles

Seek opportunity and visibility

Volunteer for additional tasks, share progress proactively, and ask for feedback mid-internship



Turning internships into full-time roles

Network internally

Build genuine connections with team members and supervisors to leave a lasting impression



Turning internships into full-time roles

Express interest in full-time work

Ask respectfully and clearly about continuing
after your internship ends



Turning internships into full-time roles

Reflect and adapt

If you don't get an offer, request feedback, adjust your strategy or skill set, and stay in touch for future opportunities





Additional experience-building



Volunteering

Why Volunteering Matters in Job & Internship Searches

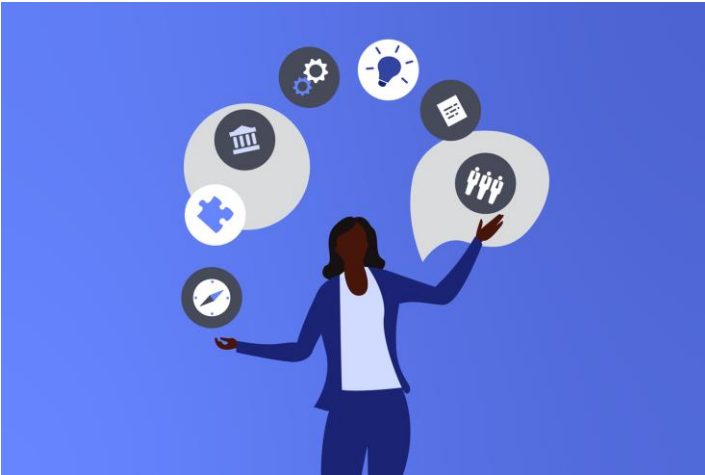
Demonstrates Proactive Mindset

- Shows you're committed to growth even outside paid roles
- Employers value initiative and community engagement



Volunteering

Why Volunteering Matters in Job & Internship Searches



Builds Transferable Skills

- Leadership, teamwork, communication, and time management
- Adds depth to your résumé when formal experience is limited

Volunteering

Why Volunteering Matters in Job & Internship Searches

Expands Professional Network

- Volunteer projects often connect you with professionals in different industries
- May lead to mentorship or even job leads



Volunteering

Why Volunteering Matters in Job & Internship Searches

Strengthens Career Story

- Helps explain gaps or shifts in your career path
- Shows alignment with values and interests that matter to employers



Volunteering

Why Volunteering Matters in Job & Internship Searches

Pathway to Internships & Jobs

- Volunteering in relevant fields can lead to internship offers or project-based work
- Use it to prove your ability to commit and contribute even in non-paid roles



Erasmus and international opportunities

erasmus@rtu.lv

Erasmus +

- Erasmus+ is the EU's programme to support education, training, youth and sport in Europe
- Traineeships abroad for students

<https://erasmus-plus.ec.europa.eu>

Erasmus + Blended Intensive Program

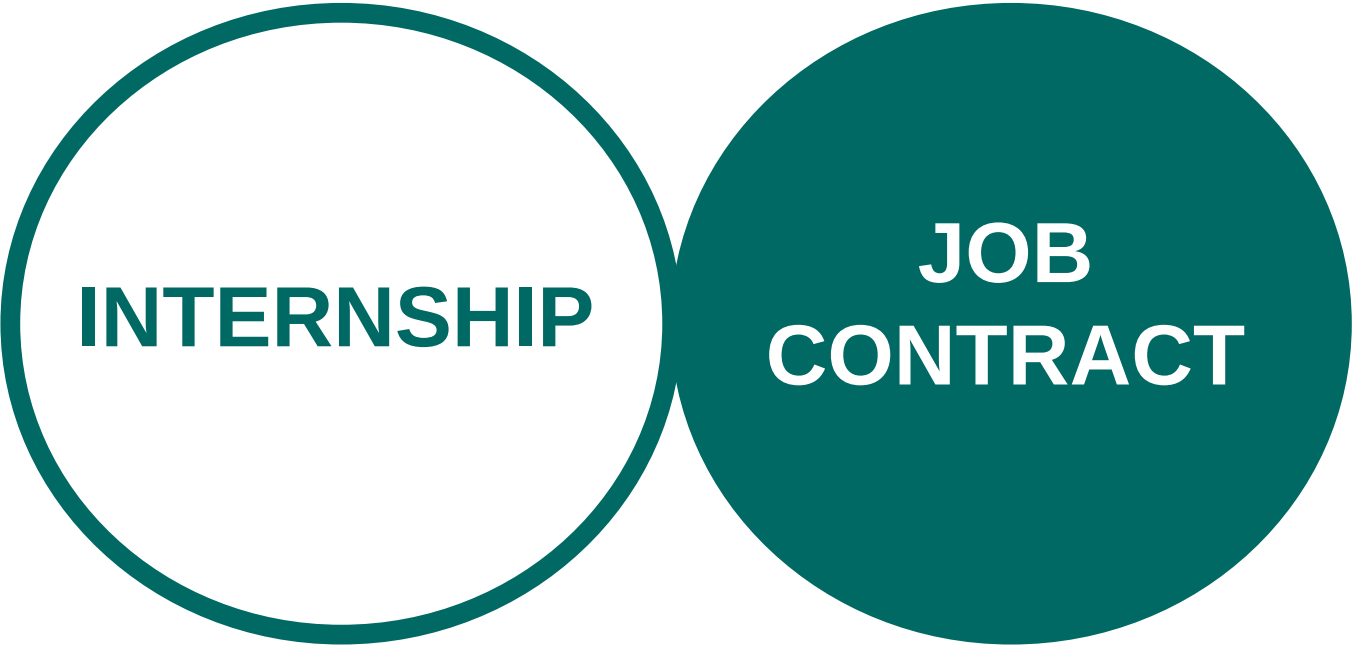
- Blended Intensive Programs are short, intensive programmes that use innovative ways of learning and teaching, including the use of online cooperation

<https://erasmusbip.org>



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