

11 TIPS FOR A SUCCESSFUL EXTERNSHIP, INTERNSHIP OR JOB SEARCH

1. Assess your **Interests, Abilities & Values**

- Know your skills as well as what is important to you.

2. Establish your **Career Path & Goals**

- Speak to a career professional, faculty or people within the field you are interested.
- Decide if you want to enter the Veterinary Internship and Residency Matching Program (VIRMP), obtain an internship outside of the match or seek a career position.

3. Develop/Update/Target/Critique Your **Resume/CV & Cover Letter/Letter of Intent**

- Design your resume and cover letter to fit the positions for which you are applying.
- Have a person you trust or a career professional critique your application documents.

4. Conduct **Research**

- Look into industries, practices and positions of interest.
- This research will also be helpful in interview situations.

5. Polish your **Online/Social Media Brand**

- Be sure your accounts are private or that the content is professional and appropriate.

6. Consider doing **Informational Interviews**

- Talk to people in the career field; this will broaden your perspective and allow you to gain additional information and contacts.

7. Participate in **Career Fairs**

- Whether local or connected to a career field association.

8. Check out **Job Boards**

- University, veterinary-related, and others.

9. Consider a **Targeted Job Search**

- Research locations and practices of interest.
- Send introductory email (attaching your resume; cover letter if you'd like) stating that you are seeking employment and wondering if they might have a need.

10. Utilize and build your **Network**

- Create a LinkedIn account.
- Contact and network with people in the field in which you are interested.
- Attend conferences and other related events.
- Ask your current connections for referrals to broaden your network.

11. **Track** your Job Search

- Keep records of places, dates, and contact information for positions you apply to.