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.