

YOUR VIRTUAL CAREER PLAN

Searching
for jobs,
internships,
or planning
ahead

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ONLINE SEARCHING

You can definitely still use online tools to apply through job search engines. Always diversify your efforts and connect with people to get the best results!

GENERAL TIPS

- The more open you are to different opportunities and locations, the more positions you'll find
- Vary your keywords to find more results
- Supplement applying online with reaching out to employers (try Handshake to find contact info) using a message like this:

Dear Mr. Bond,
My name is ____, and I am writing to let you know of my interest in the Financial Analyst internship with Wells Fargo. I recently applied for the ____ position on your website, and I believe I am a strong candidate due to my ____ and ____ skills as well as my experience in ____ and _____. I've attached a copy of my resume and would greatly appreciate your consideration. If you have any questions, please feel free to contact me by phone at ____ or by email at _____. Thank you for your time.
Sincerely,
Georgia Red



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ONLINE RESOURCES

- Handshake is a job board for UGA students and alumni where employers post full-time and part-time jobs, on- and off-campus opportunities, and internships; you can also find employers' contact information under the "Employers" tab on Handshake
- Indeed, Google, or other large, nationwide job boards have a variety of opportunities for students seeking a position in many industries and locations
- USA Jobs is best used if you're looking for any federal or government roles
- Idealist helps you find roles in non-profits across the country
- Industry-specific job search engines is a more narrow way to search for roles in your field; try Googling your industry and "job search engine/board" to get started

Some employers use Applicant Tracking Systems (ATS) to find the best applications; use keywords from the job description to increase the chances that your application makes the cut!

CONNECTING ONLINE

Technology has opened the door for all kinds of professional networking to happen virtually. Take advantage of this by using all of the tools you have at your fingertips.



INFORMATIONAL INTERVIEWS

- This is an opportunity to talk with a professional in a career field of interest
- It can help you build your network, tap into the hidden job market, and learn unpublished details about a specific company or organization
- Identify a professional to contact in a career field of interest to you
- Reach out (try this sample message)
- Research the professional and their organization/industry
- Prepare questions, planning for 30 minutes or less

SAMPLE LINKEDIN MESSAGE

Hello, my name is _____. I was given your name/found your name by _____. I am a (class year) at UGA and am interested in speaking with you to learn more about your journey to _____. Please let me know when would be a good time for me to speak with you briefly via phone or online video. I am happy to provide dates and times that are suitable for my schedule should you find this more convenient."

LINKEDIN

Groups

- Joining groups is a quick way to build your network on LinkedIn
- Participate in group conversations and contribute valuable input to enhance your professional brand and build connections

LinkedIn Alumni Tool

- You can quickly click on the graph to filter alumni of your university by location, company, industry, and more
- You can reach out to learn more using a message like this:

Dear Mr. Jones, I am currently a senior psychology major at UGA hoping to enter the counseling field. I noticed on your profile that you are also a UGA alumnus with experience in this field. I would love the opportunity to connect with you and learn more about your career path. Thanks! Sincerely, Samantha Meyer

POLISH YOUR BRAND

Personal branding sounds intimidating, but think of it as sharing what you can do and what you're all about with employers. Now is a great time to strengthen your personal brand, especially online.

REPUTATION MANAGEMENT

- Google yourself to see the state of your current online presence
- Update all privacy settings on social media; keep in mind when you post which are private/public
- Remove any current content that could be found professionally unflattering, and refrain from posting similar content in the future; this includes inappropriate photos, negative comments about current or previous positions, profanity, and references to alcohol and drugs



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SOCIAL MEDIA

- Proactively promote yourself and relevant work content under a professional username through LinkedIn, Twitter, Instagram, Facebook or other relevant sites
- Manage your public profile and add applicable descriptions, links, and photos; don't forget to check your privacy settings
- Market yourself by posting what projects you are working on or have accomplished, and share any writing or articles that are relevant to your field
- Broaden your current connections by adding peers, faculty, colleagues (past & present), family, and friends
- See more tips in our [UGA Social Media Guide](#)



REMOTE WORK

Remote work is not brand new, but with the current state of affairs, it can be a great option to find opportunities that keep everyone safe. Read on for tips and resources.

TIPS FOR FINDING REMOTE WORK

- Ask your boss if there is a way to make your current job remote full-time or part-time
- Work on a freelance basis as an independent contractor
- Search specifically for remote-only work; use keywords like remote, virtual, or telecommute
- Reach out to your network to inquire about potential remote opportunities

RESOURCES FOR REMOTE WORK

- [How to Find \(and Land\) a Remote Job Perfect For You](#)
- [How to Find an Entry-Level Remote Job](#)
- [Remote Work: Remote Job Hunting](#)
- [How to Find a Remote Job: A Complete Guide](#)

REMOTE JOB SEARCH BOARDS



- [Skill Crush Blog](#)
- [AngelList](#)
- [Remote.com](#)
- [Career SideKick](#)
- [Flex Jobs](#)
- [Just Remote](#)
- [Virtual Vocations](#)
- [Working Nomads](#)

MORE NEXT STEPS

If you're feeling nervous about your search or next steps, that's normal! There's a lot of anxiety right now! Try to keep moving forward during this stressful time with some more next steps and resources.

TRY THIS

- Meet with your consultants to talk more about your situation
- Revamp or update your resume using one of our easy [templates](#)
- Sign up to attend a [virtual event](#) that helps you build new, career-related skills or knowledge
- Find a [UGA alumni mentor](#) who can provide support and advice virtually
- Read through our [undergraduate](#) or [graduate](#) Career Guide for even more information and tips
- Practice your interview skills using our free, online platform, [Big Interview](#)
- Make this guide your own; write down 3 things you'll do this week to move forward with your own career plan



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WE CAN HELP

- [Virtual Appointments through Zoom](#): call 706-542-3375 or login to Handshake to schedule
- [Virtual, Daily Drop-In Hours](#): Monday-Friday, 11 a.m. - 2 p.m. access through Zoom

MY NEXT 3 STEPS

