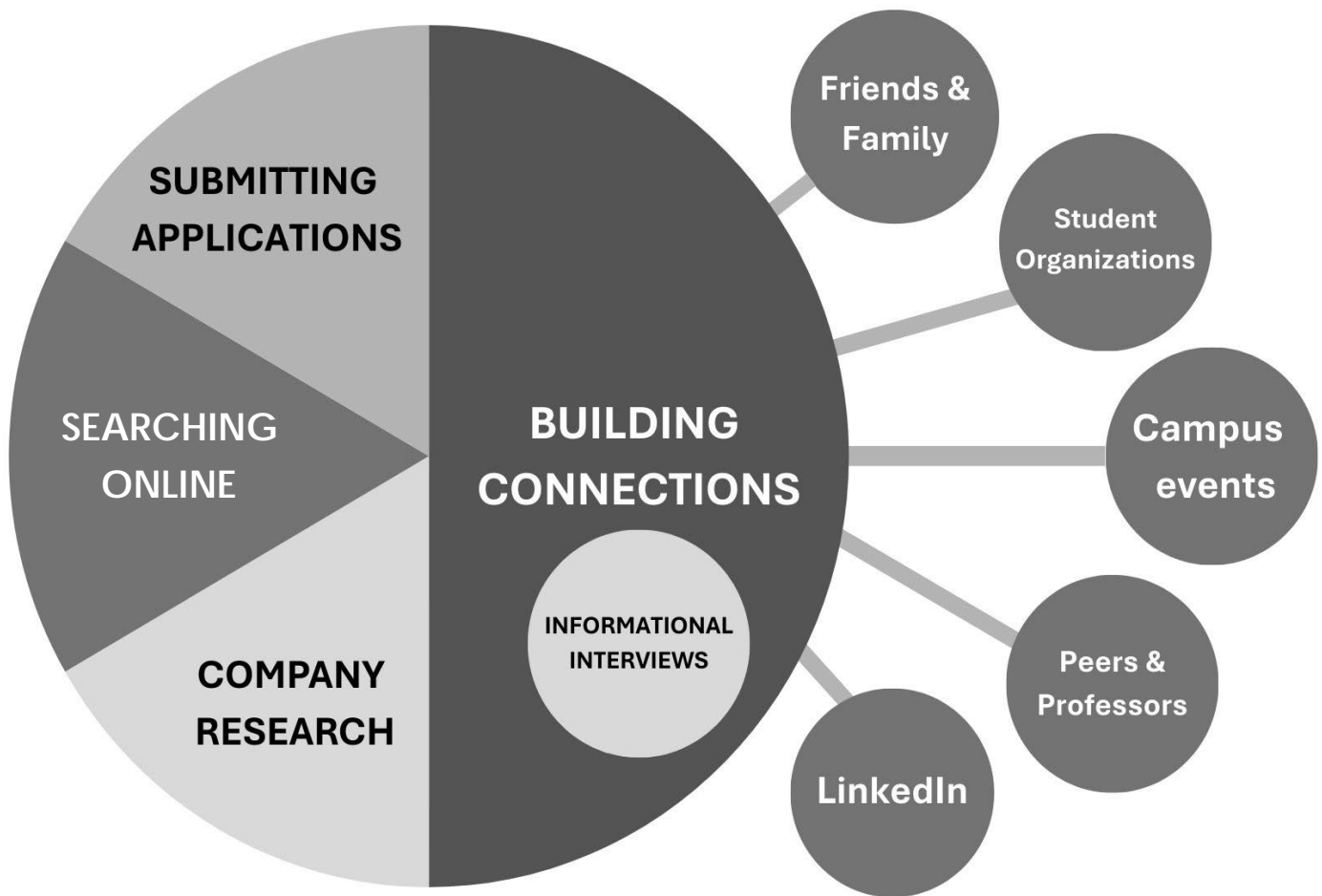


JOB & INTERNSHIP SEARCH STRATEGIES



BUILDING & LEVERAGING CONNECTIONS

Studies show that up to 85% of jobs are filled through networking ([LinkedIn, 2025.](#)) Employers are far more likely to notice your resume or invite you to an interview if they recognize your name or if someone they know recommends you.

When building connections, focus on gathering information from professionals by conducting Informational Interviews. For example, ask a professor, supervisor, or family member if they can connect you with professionals relevant to your career interests who might share their career journey, job leads, or tips for standing out in the application process.

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RESEARCHING COMPANIES

Use the **Employer Directory** tab on **Handshake** to identify companies who hire within your industry(s) if interest.

Use **company websites** to learn more about the company.

Use **LinkedIn** to research companies of interest and connect with professionals to conduct informational interviews.

SEARCHING ONLINE

Use the **Job & Internship Search** tab on **Handshake** to view professional opportunities posted by companies who want to hire UTampa students for jobs and internships.

Use **company websites** to search for online postings.

Use **LinkedIn** to search for job postings and follow companies of interest.

APPLYING

Every company has a different application process. Some might require you to upload documents, others might require you to submit application materials via email.

Be sure to read application instructions carefully and follow them.

Tailor your resume, follow up, and stay organized!

BEFORE YOU APPLY, CONSIDER THESE TIPS:

1. Tailor Your Resume

Customize your resume for each job description to get past Applicant Tracking Systems and show the employer you understand the role. Update bullet points with key skills and relevant experiences and remove or add sections based on what matters most for that position.

2. Follow Up

Research the company and reach out to someone connected with it. Introduce yourself, express interest, and learn more about the role. This helps you ensure the position is a good fit while showing enthusiasm and initiative.

Consider reaching out to the following:

- Recruiters, Talent Acquisition professionals, or Human Resources
- Department supervisors
- UTampa alumni (even outside your field, they can still offer insight and connections!)

3. Organize Your Applications

Track your applications in a spreadsheet or another online resource. Include the company name, application date, contact info, and job description (often removed once reviews begin) to stay organized and prepared for interviews.

REMEMBER: Think of quality over quantity. Taking the time to tailor your resume, follow up with employers, and stay organized in your search-process can lead to stronger overall applications and a more successful search!

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INFORMATIONAL INTERVIEWING

Informational interviews are one of the best ways to explore careers, learn directly from professionals, and expand your network. By talking with someone in a role that interests you, you gain insider knowledge about their career path, day-to-day responsibilities, and what it takes to succeed. These conversations can help you clarify your own career goals, discover opportunities you hadn't considered, and make a lasting impression with someone in your field.

Identify professionals in roles you'd like to learn more about and request a brief (usually 20–30 minute) conversation. Come prepared with thoughtful questions to gather insights, narrow down your options, and start building meaningful connections.

Step by step instructions for conducting informational interviews located in the [Job-Search Toolbox](#) under "Networking/Building Connect" tab.

FAMILY, FRIENDS, PEERS, & PROFESSORS

Don't overlook the people around you. Ask friends, professors, family members, even friends' parents or parents' friends, if they know someone working in your field of interest. These personal connections can open doors you didn't expect.

If they do know someone, reach out to request a short informational interview or ask your contact for advice on internships and job searching in that area. A simple conversation can lead to valuable insights and new opportunities.

CAMPUS ENGAGEMENT

UTampa offers hundreds of ways to get involved, including clubs, organizations, leadership programs, intramurals, and professional associations that align with your interests.

Engaging on campus helps you build meaningful connections and discover opportunities that can support your internship or job search.

Explore options through the Involve chicklet on your MyUTampa Dashboard.

CAMPUS EVENTS

On-campus networking events are one of the easiest ways to meet employers. Company representatives come to these events specifically to connect with UTampa students and talk about future internships and jobs.

The Office of Career Services hosts Job and Internship Fairs, networking events, and employer information sessions throughout the year. Many student organizations also bring in employers for panels and networking opportunities.

Check [Handshake](#) for a full list of upcoming events and make time to attend. You never know where a conversation might lead!

LINKEDIN

Make a LinkedIn profile to showcase your academic experience such as coursework, projects, research, and campus involvement, along with any job or internship experience. Your LinkedIn profile acts as your living resume. Keep it updated with new skills, experiences, and accomplishments so employers can see your most current story.

Connect with people you know, and explore their networks to see if they're connected to representatives at companies you're interested in. A mutual connection can often introduce you by email, giving you the chance to learn more about the company or a role that interests you.

Check out additional LinkedIn tips in the [Job-Search Toolbox](#) under the "Networking/Building Connections" section.

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