


# 10 MISTAKES TO AVOID WHEN APPLYING TO STEM/BUSINESS INTERNSHIPS & JOBS

1. **RELYING SOLELY ON ONLINE APPLICATIONS** – online applications make you one of many students; there's no name associated to your face, and no human connection yet. A mixture of networking with classmates/recruiters and online applications is the key to secure an internship or entry-level job. The average student would usually wait around for months after submitting their online application waiting for a response. If no response within a month, you're going to go to LinkedIn, type in "company + early talent recruiter," and send that person a message to actively follow up on your application. This is not being annoying; it is the early talent recruiter's job to connect students to jobs and it is your personal responsibility to confirm your application gets reviewed.
2. **NOT HAVING PROJECTS ON RESUME** – for a student who is looking for their first internship or entry-level job, a project on your resume is a great way to show recruiters/hiring managers that you have learned hands-on skills outside of class. In your interview, not only will you be able to speak about the technicals of what you learned from the project, but you'll also be able to speak about working in a team. If your project was a team project, you'll have an advantage in that at the internship or entry-level job you're applying to, the projects are mostly team oriented as well. When I was interviewing for my first internship as a sophomore in college, I did not have much experience, so I pulled most of my responses from my experience in a team project I worked on. Projects express passion for the work, collaboration skills, and technical savvy.

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3. **NOT HAVING NUMBERS ON RESUME** – numbers on your resume within the bullets of your experience is a sign that you aren't fibbing and shows that your experience section is not subjective. For example: "cold called customers generating \$124,000 in sales leads" is more powerful than "cold called customers for sales leads." Numbers act as proof.
4. **NOT HAVING RESUME REVIEWED BY SOMEONE MORE EXPERIENCED IN THE FIELD** – a student with an internship in the area you would like to go into or professional in that area will be able to help you with your resume 1-on-1 because they got the job. They achieved what you're trying to do. Also, for the love of god you should be rereading your resume looking for grammar mistakes and generally seeking to improve your work.
5. **NOT MATCHING YOUR RESUME TO THE JOB DESCRIPTION** – when applying online, you should pull up the job, then the job description, take your main resume and put the job description next to it and think about where you could put their keywords into your resume. For example, if in your main resume you say you're skilled in MS Office, and in their job description they're looking for someone with proficiency in Excel, you simply substitute your MS Office for MS Excel in your resume. The following is another example. If the job description says they're looking for someone who has experience working on a team or has skills in teamwork/collaboration, you can add these keywords into bullets from one of your projects/jobs where you worked in a team in your resume. Now your resume will register in their software as matching their keywords. This technique is extremely powerful as companies increasingly use software to filter out candidates not matching keywords.
6. **NOT HAVING A LINKEDIN** – in today's day and age this should go without saying: one of the best ways to develop your personal brand and to network effortlessly is through LinkedIn. Your classmates who are using LinkedIn to its full potential have a huge advantage on you.

7. **NOT LEVERAGING YOUR LINKEDIN TO MESSAGE RECRUITERS,**

**STUDENTS, AND FIND INTERNSHIPS/JOB** – not only does LinkedIn help to develop your personal brand through posting, but you can also leverage LinkedIn to reach out to recruiters throughout the world about jobs you may be interested in. A bonus tip is looking up students who have/had the internship or job you're looking for then messaging them about what helped them get the role.

8. **NOT TALKING TO RECRUITERS FROM COMPANIES THAT VISIT YOUR**

**CAMPUS** – recruiters often come to campuses to interact with interested students. They're there to talk to you about getting an internship or full-time offer. They're paid to literally take students from your school and fill roles. Don't be shy. Take advantage of it or your classmates will.

9. **NOT NETWORKING WITH YOUR CLASSMATES ABOUT OPEN**

**INTERNSHIPS/JOB** – simply talking to students about what companies are hiring in your area can open up a lot of opportunities. Another possibility is that they tell you they've recently left their internship and now there's a vacancy. I've gotten an internship this way and have given a different internship this way.

10. **NOT TALKING TO STUDENTS FARTHER ALONG THAN YOU ABOUT THEIR**

**INTERNSHIP/JOB EXPERIENCE AND ADVICE** – reaching up and becoming friends with students or professionals that are where you'd like to be in 1+ years is one of the most powerful tools in securing an internship/job and moving up in your career/life.

Questions? Email me: [brady.k.career@gmail.com](mailto:brady.k.career@gmail.com)