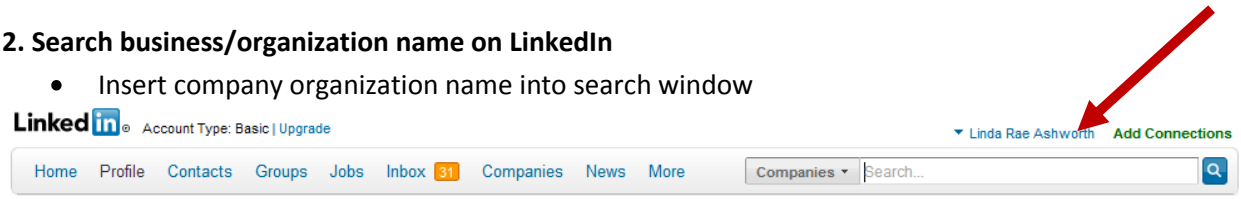
How to use a list of businesses/organizations for the job or internship search

1. Go to the website and check out the company.

- Check out open jobs and career options. Look not only at the jobs you qualify for but other jobs that you might like to do eventually. Lots of openings means they are probably growing, so it's worth watching them.
- Look for words like *university relations*, *campus events, college students and internships.* Companies with these words in the employment section give strong indication they have an internship program and are actively seeking recent graduates.
- Sign up for RSS feed; follow them on Twitter, Facebook, and /or LinkedIn.
- Don't dismiss a company if they do not have a job opening right now. Remember you are looking at a site at a finite point in time. They could post something of interest to you tomorrow.
- Read the *About Us, mission statements, history* to get a feel for the focus of the company. Is this a place that you would like to work?

2. Search business/organization name on LinkedIn

- Insert company organization name into search window



- Check out the company profile. Check out if there are any alumni or people from your network.
- Check out jobs posted on LinkedIn.
- Read profiles of people that work there.
- Connect with them.
- Ask questions.

3. Pick up the phone or send an email.

- The personal touch of calling a person is refreshing. Find the name of a person and then call the main number and ask to speak with them. Be prepared to speak or leave a message.