



## Long Distance Job and Internship Search

Moving to a new city after graduation? One way to start your job search is by targeting particular organizations of interest for a summer internship. The key is to create a relationship with organizations of interest prior to positions being advertised. Review the tips below and get started today researching and engaging with organizations that you are interested in.

### Identify your interests

Explore your interests by taking a [career self-inventory](#). Create a list of what your ideal employer would look like (i.e. small/large, in an urban or rural) and keep adding to the list as you go through the activities below.

### Know the organizations in the area

Join professional associations, email listservs, and/or follow the news in the area to identify organizations of interest.

#### Create a list:

- Identify [new organizations](#) to target through research.
- Consider a [federal](#) (yes, positions exist outside of the DMV) or a state position.
- Complete a search on [Idealist](#) for nonprofit organizations in your area of interest.
- Review the organizations in a particular geographical area through the state or county [Chamber of Commerce](#).
- Search for positions in [Careers4Terps](#) under “Extended job search” to review a listing of openings across all states.
- [Top organizations](#) ranked for diversity, by DiversityInc.

#### Learn more and engage:

- Many organizations have a social media presence that allow you to “follow” or engage with them. Sign up to receive job alerts or establish a [Google alert](#) for the organization to be alerted of new information about the organization.
- Attend regional career fairs if possible to collect business cards and create a connection.
- [Research the organization](#) to identify the populations they work with, their size, products offered, etc.
- Review the organization’s “[employee reviews](#)”. [Vault](#) offers reviews and industry specific guides.

### Ask the locals

Contact everyone you know who lives in that area to share your moving plans and ask for tips for researching organizations in XYZ area. Ask each contact if they know anyone who currently works in the area that you could ask some questions of.

- Don’t know anyone in the area? Use [LinkedIn](#) to locate UMD alumni in the area and establish a new connection. Additionally, join a [LinkedIn group](#) and increase your reach to 1,000s of professionals.
- Schedule [informational interviews](#) over the phone, skype, or plan for a visit during winter/spring break. This information will be useful to add to your application material or to address within an interview to support evidence that you would be an ideal fit for the organization.

### Express interest in the organization

Before a position is posted, email or call the hiring decision maker and express your interest in the organization and that specific department. This approach works best with mid to small size organizations. The initial contact could be to request an informational interview, ask about anticipated openings, or to ask a question about a current posted position. Before making contact, make sure that your elevator pitch is ready, you have questions prepared, etc.

### Stay engaged with the organization and your networking contacts

Organizations may not always have current openings, so once you have created a target list of employers and made initial contact, the process has just started. Follow up with the organization as instructed (i.e. we don’t have any openings currently but check in with us next month), and continue your research on their hiring needs and skills in demand.

#### **Moving to a new area tips**

- Move with at least three months of budget money. It is common to not land a position until you relocate, so save in advance.
- Indicate on your cover letter when you will be moving to ensure employers know your plans are concrete.
- You may consider registering with a Temporary Agency, once you move. They can place you in short-term full-time positions, while you research the area and continue your targeted search.

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