

Tips for using leads

www.sc.edu/career/cascdp

E-leads serves as an online database of employers who have indicated that they hire undergraduate arts and sciences students. You will not find job listings here; however, follow these suggestions for ideas on how to best use e-leads for your benefit:

1) Determine what you are looking for:

- Whether you are seeking full-time, part-time or internship opportunities, you may search for potential employers by industry category, geographic location, keyword, or organization name.
- If you are seeking an internship specifically, simply select the “provides internships” box, along with the other parameters of your choice.
- If you are a foreign national, be sure to select the “considers international students” box along with the other parameters of your choice.

2) Draft a resume and cover letter expressing your interest in working for the employer and send them both. Visit the Career Center website and click on “tip sheets” to download resume and cover letter writing guidelines. The Career Center also provides resume and cover letter critiques M-F, between 1-4pm and can assist you in refining these documents.

3) Follow up by contacting the employer within a few days of sending your resume to inquire about current opportunities they might have. You might also offer to answer questions about your background and career interests, or to meet in person to further discuss your qualifications.