

Job & Internship Search Checklist



Identify your career goals

It's important to figure out what types of jobs/internships you want based upon your skills, interests, and abilities. Use these resources to identify your career goals and begin your career exploration.

My Next Move	Search for various career paths based upon your skillset, industry, or personal interests	www.mynextmove.org
Post-graduation statistics	Learn what type of jobs/internships CMU students have pursued	www.cmu.edu/career/salaries-and-destinations
What can I do with this major?	Discover various career paths based upon your specific major	http://whatcanidowiththismajor.com/major/majors



Research possible job functions, companies, and industries

You should research the job functions that align with your career goals as well as various companies and industries you want to work for. Additionally, think about the keywords you will want to use when searching for specific jobs and internships. Use the resources below to begin your research.

CareerShift	Comprehensive job and internship database—search for company lists and jobs based upon your keywords and search filters	Access via Handshake --under the Resources section on left navigation bar
Glassdoor	Largest career community on the web where you can research company reviews and ratings, salary reports, interview questions, and more	www.glassdoor.com
Hoover's	Explore millions of potential employers nationwide--great for a specific geographic or industry search	http://www.library.cmu.edu/



Determine your non-negotiables

Based upon your research, you should create a list of non-negotiables, or preferences for your job and internship search criteria. Use the questions below to help guide you.

What type of work would you like to be doing? What skills do you want to utilize?

What geographic location would you like to be in?

What type of company do you want to work for? (consider size, culture, values, and fit)

Do they sponsor H1B Visas? (international students only)



Update your resume and cover letter

Before you begin to apply for jobs/internships, it is important to update your resume and cover letter. Both documents should include your most relevant skills and experiences, and should be tailored specifically to types of positions you are targeting. To ensure your resume and cover letter are ready to send out, visit your career consultant for a quick resume review.

CPDC Offices: 2nd floor of West Wing
Consultants: Joseph Battelline and Kristin Staunton
Drop-in hours: 11:30am-1:30pm, Monday-Friday



Apply for jobs and internships

Not sure where to find the best jobs and internships? Visit the websites below! Remember to search by the keywords you discovered by researching job functions and companies. You can also search by a special skillset or geographic location.

CareerShift	Comprehensive job and internship database—search job boards and company websites based upon your keywords and search filters	Access via Handshake --under the Resources section on left navigation bar
Idealist	A popular nonprofit resource that helps people connect with jobs, internships, and volunteer opportunities posted by thousands of nonprofit organizations	www.idealist.org
Global Jobs	Find jobs at think tanks, NGO's, with the government, or private sector—search by experience level and sector	www.globaljobs.org
Handshake	Search for jobs/internships posted by recruiters and alumni who specifically want to hire CMU students	https://cmu.joinhandshake.com/



Network with your connections

Utilizing your connections allows you to learn more about the industry and jobs/internships you may be interested in. It is also a great way to learn about opportunities that may not be public knowledge. Additionally, connections can serve as advocates for you during the hiring process, including writing recommendations letters, referring your resume along to a hiring manager, or putting in a good word for you. Use the resources below to connect and engage with your network.

CMU Alumni Directory	Connect with CMU alumni within various industries and companies	www.alumni.cmu.edu
LinkedIn	Use the advanced search to connect with CMU alumni at the companies you've applied to	www.linkedin.com
Handshake	Search for recruiters and alumni who specifically want to hire CMU students	https://cmu.joinhandshake.com/