

Job and Internship Guide

WACKERLE



Job & Internship Search

Wackerle Center for Career, Leadership & Fellowships

Finding internships and jobs involve search strategies. Persistence, patience, early planning, passion and commitment are your keys to landing great internships and jobs. Use a variety of search methods that involve the following:

KEY SEARCH STRATEGIES CHECKLIST

Start Early

Begin looking for summer internships and full time jobs in the fall semester; do not wait until the end of spring semester. Recruiting timelines vary by industry and career field, but many companies recruit most heavily in the fall and some positions are posted as early as August. Continue searching in spring semester, as employers also recruit in early to mid-spring semester.

What Is Your Target?

What type of work interests you most--corporate, academic, research, non-profit, etc.? What career fields interest you--technology, sciences, arts, environment, public policy, healthcare, etc.? What are your goals for an internship?

Search for Listings through Additional Online Resources

- Employer websites:** Most employers have a “careers” section featuring job and internship listings. Those that hire a lot of college students often have a separate section describing their campus recruiting process for both full-time and internship positions.
- LinkedIn.com:** Use the advanced search function to explore postings by criteria such as experience level, job function, industry, and location.
- Professional associations:** Association websites often provide job listings under a “careers” section. Search the Career Center website for the “Career Fields” section to explore professional associations by field.
- Academic department listservs/email lists:** Employers often share opportunities with academic departments, which are then shared on department emails.
- Employment agencies:** Agencies can connect you to employers and jobs. Be an intelligent consumer; as with temporary agencies, you should not pay a fee to utilize their services.

KEY SEARCH STRATEGIES CHECKLIST (CONT.)

- Research Employers and Industries of Interest and Get Organized**

Start a spreadsheet to organize a list of employers of interest. It is often more beneficial to identify specific companies where you would like to work and then contact them directly rather than only respond to posted positions. The majority of available jobs are not posted publicly. It also may be possible for you to create your own internship (see p. 7). See the Networking section on p. 9 to learn how to reach out to employers of interest.
- See Where Monmouth Students/Alumni in Similar Major/Career Field are Working**

Ask students in your major where they interned in the past, or research alumni to see where they had employment and where they are working now. Helpful tools include LinkedIn's Alumni Tool.
- Attend On-Campus Career Events**

Meet employer representatives including recruiters and alumni through events such as career fairs, information sessions, and Career Connections networking events. Contact the Wackerle for information on upcoming events.
- Build and Maintain Your Network**

Make it a priority to build relationships to grow your network. On campus, connect with your professors, GSIs, and peers. Go to your professors' office hours. Graduate students are also a valuable resource, and may have had internships in your field. Broaden your network off campus by connecting with alumni, employers, family, friends, and any other professionals with common career interests.
- Join Student Organizations on Campus**

There are over 1,000 student organizations at Cal that focus on a wide variety of topics: career, academics, music, arts, languages, sports, etc. The LEAD Center (lead.berkeley.edu) has a comprehensive list of organizations. Get involved to not only build a network of peers with mutual interests, but also to develop transferable skills that employers look for in candidates.
- Polish Your Resume and Cover Letter**

Make sure to customize your resume and cover letter for each application. Additional guidance and examples can be found in the Resume and Cover Letter Guide.
- Practice Your Interviewing Skills**

Schedule a mock interview with the Wackerle Center and/or review our interviewing guide packet.
- Seek 1-1 Support at Career Center**

Meet with a Career Counselor or Peer Advisor at the Career Center to discuss your search process, get feedback on your resume or cover letter, practice interviewing questions, etc.

● ● ● ● INTERNSHIPS ● ● ● ●

An internship is a form of experiential learning that integrates knowledge and theory learned in the classroom with practical application and skills development in a professional setting. Internships give students the opportunity to gain valuable applied experience and make connections in professional fields they are considering for career paths; and give employers the opportunity to guide and evaluate talent.

Internship opportunities can be found during the academic year as well as during the summer, and may be full-time or part-time. Opportunities may be called an “internship,” “Part-time job,” “summer job” etc., but what’s important is that it allows you to develop skills and explore a career field.

Internships in many fields are paid. In other fields this may not be the case but the experience may be very worthwhile and you may earn academic credit as “compensation” for your time.

When to begin looking for an internship:

NOW is the time – it’s never too early to start the search! Keep in mind these important points:

- Summer internships are traditionally very competitive; if possible, consider other times of the year.
- More established programs require 3-6 months of lead time.
- Persistence really matters! Continue to follow-up with the employer even after interviews until the actual start date (maybe someone will drop out).
- How many should you apply for? Six to ten (or more) is a good target, including some “very competitive” internships, some “competitive” and a few “easy”.

Build your own internship:

There are many different ways to find a great internship experience. Many companies have well-established strong internship programs. Others may have assorted positions available as the need arises. However, it may be that you can’t find the position you’re looking for in your area or in general. In this case you can research and develop your own position. It takes time and effort but an internship that is specifically tailored to your own career goals can be better than one that is “close enough.”

- Think about what you want to do and begin to research employers in your area:
 1. Use online resources
 2. NETWORK! Talk to people who may be connected to your field or to employers that you are considering.

After the internship:

Hold an exit interview with the organization to discuss how things went, what worked, what did not. Keep in touch with your supervisor(s) and colleagues for networking purposes etc. Tell your story, share your experience with others. Determine how this experience shapes what you want to do or don’t want to do. Update your resume to reflect your accomplishments from your internship(s).

● ● ● ● LONG DISTANCE INTERNSHIP AND JOB SEARCH STRATEGIES ● ● ● ●

For an effective long distance internship and job search, you can use many of the same resources and approaches listed above. Use these additional suggestions to maximize your chances:

KEY STRATEGIES CHECKLIST

- **Research the job market:** Create a list of 10-20 companies in your target location that you would like to work in. Use a variety of sources, including Chamber of Commerce offices, professional associations, , classified ads in local newspapers, and web searches
- **Tap into your network:** Talk with peers, friends, relatives, friends of friends, alumni, or professionals who live in your target location. Ask them for specific names of people or companies that you can contact. Use LinkedIn to help with your search. Be prepared to clearly articulate your interest both in their company and in the specific geographic region. Make sure to maintain professionalism in all communication with potential employers.
- **Re-establish contacts:** If you are relocating back to your hometown, reach out to colleagues, employers, relatives, and friends who may be able to help.
- **Plan ahead:** If you will visit the area before you move, arrange in-person networking meetings with potential employers and contacts. Use the city where you want to move to as a term in a keyword search.
- **Seek out virtual job fairs:** Some allow long distance applicants to submit applications directly to employers. Some fairs also provide a chance to chat with employers live via the web. Ask a friend or relative in the area if you can list their number on your application documents. This helps to show that you are serious about relocating.
- **International search:**
 - Riley Guide (rileyguide.com/internat.html) has international job resources.
 - Search for “Long Distance Job Search Do’s” on quintcareers.com

Additional Considerations

- **Housing:** Some formal internship programs provide you with housing or resources to locate housing, but others do not. If you are interning away from your hometown, you may need to arrange and pay for your own housing and transportation costs. Talk to your internship employer and/or people who are familiar with that region for housing suggestions.
- **Financial needs:** Consider if you will need to earn a set income or if you are able to take an unpaid internship and stay with family or friends. If you will need to earn a certain income, consider working part-time in addition to interning (if it’s unpaid or only awards a stipend).

Wackerle: Internship Checklist

Learn the Internship Process: When you begin looking for an internship, it's important to ask yourself the following:

- Why are you looking for an internship?
- Have you identified a few areas of interest or skills that you would like to develop?
- Are you using this experience to obtain work experience only, or for academic credit, or for some other reason?
- Do you know how to go about obtaining academic credit for an internship?
- Have you considered other options to gain work-related experience other than an internship?

Establish goals and clarify what you want: When you decide to do an internship, there are many related issues you need to consider as you clarify your needs. Here are a few:

- Are you looking for an internship in a specific industry (like government or business) or are you looking for something that is related to your academic major?
- Do you need to do an internship in a certain geographical area or are you willing to travel anywhere to find the perfect internship? If you are willing to travel, have you considered where you might stay (e.g. with relatives or friends)? Few internships provide housing for interns.
- When do you plan on doing your internship – during the academic year or the summer?
- Are you able to do an unpaid internship?

Determine if you need academic credit: If you are hoping to get academic credit for your internship experience, there are a few things you need to know.

- Contact your academic advisor or department to determine if they have any specific requirements for an internship to be considered for credit. Credit-bearing Internships must be approved before you begin.

Consider other ways to get experience: The internship isn't the only way to gain work-related experience here at Monmouth. There are a number of other opportunities to take advantage of. Here are a few:

- Through volunteering. Utilize the Wackerle Center to access many volunteer opportunities.
- Through student clubs and organizations.
- Through part-time jobs
- Undergraduate Research
- Study Abroad Experiences

Develop a resume:

- Schedule an appointment with the Wackerle Career and Leadership Center to have it critiqued.

Develop a search strategy and use appropriate resources:

- Schedule an appointment with the Wackerle Career and Leadership Center for tips on how to begin your internship search.
- Create your Handshake profile: monmouthcollege.joinhandshake.com
- Network with professional associations or develop a network that includes family, friends and faculty members. Let everyone in your network know you are searching for an internship.
- Attend job fairs especially CareerFest held each February. Contact Wackerle for details.
- Utilized LinkedIn to connect with professionals and alumni in your field.

Develop your interview skills:

- Schedule a mock interview with the Wackerle.
- Research your internship position and the company with whom you will be interviewing.
- Prepare a list of questions you would like answered during the interview.
- Send a thank-you note to the person who interviewed you immediately after the interview.

Wackerle Career and Leadership Center: Internship Planning Guide

Position(s) of interest for an internship:

Geographical Location(s) of internship:

Desired industries/companies/organizations of interest:

Desired time of internship (e.g. fall, Winter, Spring, Summer):

Plan of action/strategies:

●●●● Networking ●●●●

Networking is one of the most essential career development and job search tools that is often overlooked by students and job hunters. Networking involves developing and maintaining connections with individuals, then mutually benefitting from this developed relationship. In relation to career development, a well developed network provides you with a support system of individuals who can provide meaningful assistance to you as it may relate to your career/industry exploration, connections to other individuals and learning about potential job openings. Networking should be approached as an ongoing process that takes time and nurturing, and not something you do just when you are looking for a job. It is important to remember that networking is a two way process in which you provide beneficial support to those in your network as well.

Networking has been long identified as the most effective job search technique. It helps you tap into the “hidden job market” and gives you an edge in terms of your competition. Below you will find a number of networking strategies. It is not an all-inclusive list, but it will get you started on networking yourself to your next position.

WHY IS NETWORKING IMPORTANT?

Networking provides you with an opportunity to:

- Connect with individuals in your field of interest that can provide beneficial insight
- Gather information pertaining to a particular field or industry
- Increase your chances to find out about job openings otherwise not advertised

Connect with Individuals

One of the best ways to learn about an industry, company or position that you are interested in is to learn about it from someone that is connected to it firsthand. Building your connections will provide you with an invaluable opportunity to best prepare for your career goals. It is important to remember that networking is a mutually beneficial process. You never know when your skills and resources can prove to be beneficial to others in your network. Promoting your skills and interest to an individual in your network can additionally lead to opportunities to collaborate with people on projects in which professional interests are shared.

Gather Information

Gaining information about a specific career related topic can be most beneficial and inspiring when it comes from the personal experience of others. Learning about a specific field of interest and the various occupations within it from an individual in the field provides you with an opportunity to gain this knowledge. Participating in an informational interview (see informational interview section) will offer an opportunity to gather this information in a structured manner.

Learn About Job Vacancies

Ever heard of the phrase “It’s not what you know, it’s who you know”? It fully applies here. Many job vacancies are never advertised to job seekers and are instead obtained through some form of personal and professional references! Employers prefer to hire candidates that have been referred by a trusted source. They are also inclined to hire recently met job seekers who have effectively demonstrated their qualifications and professional competence. By expanding your network to include individuals that have connections to these unknown positions, you greatly increase your chances of learning about opportunities.

How Do I Establish My Network?

Networking opportunities occur on a daily basis and can include partaking in a brief conversation with someone on an elevator to an arranged meeting with a professional. There are many ways to develop your list of potential networking contacts. Begin by identifying all the people that you come in contact with through your activities. These can include:

- Your friends, their parents, and family members
- Your relatives and extended family
- Former and current employers and co-workers
- Coaches
- Classmates, faculty, advisors
- Club and organization members

- Professional Associations
- Monmouth College Alumni

You will have a better chance of talking or meeting with someone when you have been referred by a mutual contact. Begin to develop your networking contacts by asking people if they know someone working in your field of interest. Once you have started to initiate contact, remember to think and stay in touch with those who assisted. For example, a student that is considering a career in Public Policy might make a list that looks similar to this:

Relation to you	Career Industry	Connections
Sister	Social Services	Has best friend that works in state government
Professor	Public Administration	Knows several policy professionals from previous experience in lobbying
Family Friend	Accounting	Has a strong professional relationship with her local mayor
Neighbor	Government	Works for the NYS Assembly

HOW TO FURTHER DEVELOP YOUR NETWORK

Online Social Networking

Online social networking has become the fastest growing form of networking amongst professionals. Networking through online resources provides individuals that usually would not have a chance to connect with one another to develop an association on a professional level. Many of these sites serve as a professional networking tool to millions of global users to reconnect with classmates and colleagues, discover new connections through users and obtain answers to industry related questions through both direct contact and discussion boards. It is important to maintain a professional appearance throughout your profile pages when using social networking sites for career purposes. Some beneficial sites to utilize include:

LinkedIn

- LinkedIn is a business-oriented social networking site mainly used for professional networking.
- Students create a profile of their professional experience, which can be viewed by others similar to a resume.
- Groups are an excellent way to network and learn more about career paths.

Facebook

- In addition to finding friends and updating profile pages accessible to users, members can also join professional groups and connect with other group members. Many organizations have career oriented pages.

Twitter

- Twitter is a social networking and micro-blogging service that enables its users to send and read messages. Many organizations post job opportunities and events through tweets.

Internships/Part-Time Jobs/Volunteering

Working in an internship related to your field of interest will allow you to work directly with professionals. Building and maintaining strong relationships with employees and supervisors you work directly with will allow you to add to your network individuals who can attest to your work ability. Having connections at a company or knowing someone who can pass your resume along is extremely helpful as you begin your job search.

The Monmouth College Alumni Network

Monmouth College has a large number of alumni who love to connect with students and share their stories. Connect with alumni on LinkedIn and/or talk with the Wackerle Career and Leadership Center to see if they can help connect you to alumni in your field.

Career Events

Participating in various career related events can provide valuable opportunities to meet new professional contacts. As such, students are encouraged to attend as many events as they are able. Some of these events include:

- Information Sessions
- Alumni Panels and Presentations

- Speed Networking
- Mock Interviews
- Career Fairs

WHAT IS INFORMATIONAL INTERVIEWING?

Informational interviewing provides a medium to learn about a specific industry firsthand from individuals that have worked in the field. It is the process of conducting exploratory informational conversations with persons who can provide you with career advice and introduce you to others who can assist you **with your goals**. For some people contacting and speaking to professionals in their field of interest can be intimidating. However, **most people** like to provide information to those breaking into the field, and enjoy talking about their own work. It is important to realize that the purpose of conducting informational interviews is two-fold.

The first purpose of informational interviews is to **gather information** to determine whether or not a potential career or company is a good match for your skills and interests. Talking with experienced professionals is the best way to get a realistic picture of the profession, industry or company. They can describe to you the particular culture of their organization, the type of jobs within it, typical career paths of employees and provide a clear description of their own career. These insiders can also serve as key contacts in your future job search. Considering that most job openings never make it to the classified ads, insiders can help lead you to that elusive "hidden" job market.

Making a lasting impression and developing long term relationships is the second goal of informational interviewing. Merely conducting a fifteen minute phone interview will not reap results. Sending thank you notes, maintaining contact, and following up are the keys to maintaining a network with the individuals with whom you conduct informational interviews. The more you build your network and nurture it, the more effective you will be.

Making Contact

One of the most efficient ways to initiate an informational interview is through email. **If you have access to a person's email address**, compose a very brief note of introduction, stating how you obtained their name and outlining a few key issues that you would like to address. Ask the contact to reply with an appropriate time for you to speak with him/her. In some cases, you may not receive a response to your email. Unfortunately, people who are flooded with email each day often don't open mail from unknown sources.

If you do not receive a response, follow up with a phone call. Whether you are calling a UCAN Career Advisor or a personal contact, prepare in advance what you want to say. This is your first chance to make a positive impression. You want to sound organized, knowledgeable, and professional. Indicate who you are, how you obtained their name, and why you are calling. Express your interest in talking or meeting with the person at their workplace, indicating that you only need twenty minutes of their time. Practice what you want to say beforehand. You may not get through to the person on the initial try, but remember that persistence and congeniality will go a long way.

Preparing For The Interview

Depending upon your initial reasons for meeting with a Career Advisor or personal referral, carefully consider what it is you wish to ask and accomplish in the discussion. Because **you** have initiated the contact, you must be clear about your agenda. Your questions should be focused around three major categories: career preparation, the content and responsibilities of the person's job, and trends in the industry and profession. If possible, do some initial research on the organization with whom the person is affiliated. Set goals and objectives for your discussion and prepare an outline for the meeting.

Conducting The Interview

If the interview is being conducted by telephone, call at the agreed upon time. If you are having a face to face meeting, arrive approximately ten minutes early. Be sure to clearly state your purpose for the interview, along with a brief description of who you are, your professional background, and how you were referred to the person. Indicate right away that you are only looking for information and advice. **It is not appropriate to ask a networking contact to provide you with a job.**

Prepare your questions carefully so you come across sincerely and genuinely interested in the person and the information they are sharing. You will be judged upon the scope of your questions and the way you deliver them. As an introduction, discuss a little about your background, skills, and interests. The goal is to be conversational and relaxed yet professional.

Your questions should be broad and very open-ended. Remember that you are there to listen and learn, not impress the person with your qualifications for a job. **(See the attached list of questions.)**

Bring a resume and ask the person to review it if it seems appropriate. Many people ask for a resume to get a better understanding of you and your background. If the person has critiqued the resume, you can later send a final copy along with a thank you note.

Be enthusiastic and well prepared; it is the key to a successful interview. Contacts want to feel their time was well spent. In addition, the meeting may benefit them as well. If a position opens up in the future, and you have made a positive impression, you may be in line for a job interview.

End the meeting by asking for other contacts in the field who may be of assistance, and if you could use this person's name as a referral. Be sure to express your gratitude for their time and the information you received.

After The Interview

Evaluate the success of the discussion. Did it meet your goals and objectives? Did you come away with answers to most of your questions? Did it confirm or change your impressions of the occupation or industry? Did it help prepare you for future plans?

Prepare a brief thank you letter **(see attached sample)** outlining some specific points covered during your interview. Enclose a resume, if appropriate. Indicate that you will keep the person informed of your progress and any meeting you set up as a result of their referrals.

Networking is an ongoing process that will continue to demand your time and attention. It means keeping in touch with established contacts, constantly reaching out to new ones, and is essential to your career success.

Questions For Networking And Informational Interviews

Remember, the objective in conducting an informational interview is to gain knowledge about a potential industry and to develop your network. Your questions should be tailored to your personal and career objectives and should not focus directly on obtaining a position with the employer. Here are some possible questions to facilitate your interview.

Career Preparation

What is the best preparation for this profession? (i.e. education, part-time work, training programs, etc.)

What skills or talents are most important for this field and how can they be acquired?

How did you become interested in this profession/organization? What are the good and bad points about this profession?

What was your undergraduate/graduate major? How did it help you prepare for your career? What additional training/education have you had?

How can students find summer jobs or internships in this field? Are there other ways to get experience?

Is a graduate/advanced degree important? If so, which areas of study would you recommend?

What journals, magazines, books, or websites would be helpful for me to learn more about this profession?

What personal attributes do you think have contributed to your success in this field?

What professional organizations do you belong to? Would you recommend I join?

Which of my transferable skills should I emphasize when looking for employment in the field?

What skills are most valued in this profession/industry?

What are some good resources for job opportunities and further research?

Do you have any suggestions regarding my resume?

Job Content and Responsibilities

What services are provided by your organization?

What is a typical day like? Do you work alone or as part of a group?

Can you describe the work environment? (i.e. casual/formal, structured/flexible, etc.)

Which part of the job is most challenging for you?

What do you like most about your position? The least?

What are the greatest pressures, strains, or anxieties in your work? What are the toughest problems or decisions with which you must cope?

What are the time demands related to this field?

How did you find your job?

Can you describe your job history?

Industry/Job Trends and Environment

Tell me about the current state of the industry.

What changes do you foresee in this profession/industry over the next five years?

What is the outlook for jobs and career growth?

In what other settings do people in this profession work? (e.g. educational institutions, corporations, non-profits, etc.)

What are the titles/responsibilities of the people you work for/with?

To whom do you report?

What are the typical entry level positions in this field?

What is the typical career path?

What are the beginning, mid-range, and top salaries in this profession?

Where are the best employment prospects? What are employment prospects in your company?

Do you know anyone else who could share career advice with me?

SAMPLE EMAIL REQUEST FOR INFORMATIONAL INTERVIEW

Dear Ms. Smith,

I was referred to you through Professor Andre Audette from Monmouth College. I am writing to introduce myself and request a possible meeting or phone call with you regarding my interest in the field of local government.

Presently, I am in my third year of the Political Science program at Monmouth College, with a concentration in local government management. In the past, I participated in various volunteer experiences surrounding politics, doing campaign work for Senator Schumer. Having completed four semesters in the program, I am now considering what my options are in pursuing full-time positions after graduation. If possible, I would appreciate the opportunity to meet with you for an informational interview so that I can learn more about your career path, find out about opportunities in the field, and get some advice from you as to how I can best achieve my goals.

I know you are very busy and truly appreciate whatever time you can give me. I look forward to hearing from you and hope that we can set up a meeting. Thank you in advance for considering this request.

Sincerely,

John Doe

SAMPLE THANK YOU EMAIL FOR INFORMATIONAL INTERVIEW

Dear Mr. Rogers:

Thank you for spending time with me last Tuesday to discuss your career and the field of public finance. I was extremely appreciative of the tour of your facility as well as the introduction to your colleagues.

The information you provided about your position as a Financial Analyst was extremely helpful. Your description of your duties helped to clarify the distinction between public and private finance. I also appreciated your tips on entering into public finance, and will plan to follow up immediately with the contact names you shared with me.

Again, thank you for your assistance. I thoroughly enjoyed our visit, and will keep you posted on my progress.

Sincerely,

Max Evans

SAMPLE THANK YOU LETTER TO NETWORKING REFERRAL SOURCE

Dear Ms. Mertz:

It was a pleasure meeting you at the "Networking Luncheon" sponsored by the Wackerle Center last month. I appreciated your interest in my job search and would like to particularly thank you for putting me in contact with Jane Bryant at the American Red Cross in Boston.

Ms. Bryant was most generous with her time and provided me with a great deal of useful information on job hunting in the Boston area. She made valuable suggestions for strengthening my resume and gave me the names of a few colleagues who might be interested in my background and skills.

Enclosed is a copy of my updated resume. Feel free to make comments or suggestions. Again, thank you for being so helpful. I will keep in touch as my search progresses.

Sincerely,

Lucille Ricardo



LinkedIn for students: <https://students.linkedin.com/>

LinkedIn is a platform that houses your living, breathing resume which has the power to connect you with more than 350 million registered users and 3 million jobs/internships around the world. Whether you're a 1st semester freshman or a graduating senior, it is very important to build a great LinkedIn profile and start using this powerful platform to:

- Host your professional online presence
- Explore majors, careers and employers
- Build your network
- Search for jobs and internships

LinkedIn: Components Of A Winning College Student Profile

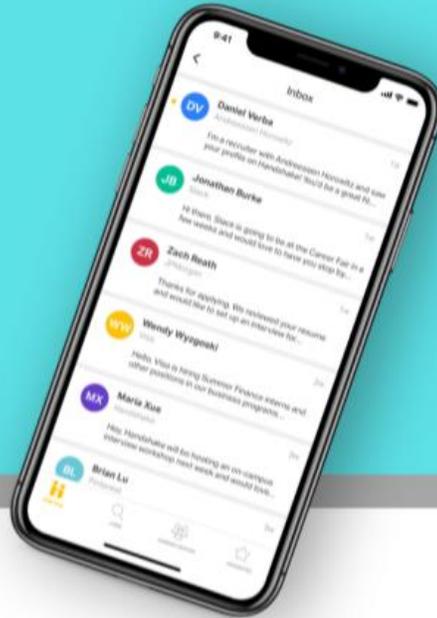
- **Photo:** Keep it professional and make sure to smile! (Hint: Dress as if it's your first day on the job in your industry)
- **Headline:** Tell everyone what you are majoring in and what types of careers you're excited about. (i.e., Economics Student at UC Berkeley, Aspiring Financial Analyst)
- **Summary:** Tell your story! Describe what ignites your passion, what you're skilled at, and what's next.
- **Education:** List all the educational experiences you've had including some important coursework.
- **Experience:** List the jobs and internships you have held, even if they were part-time, along with what you accomplished at each.
- **Volunteer Experience:** Even if you weren't paid for a job or experience, be sure to list it. These experiences can be very valuable.
- **Skills:** Add the skills you have developed that are relevant to the types of positions you are/will be seeking. (Recruiter insider tip: do not lead off this list with MS Word – it is assumed you have this skill if you are in college!)
- **Projects:** Highlight relevant class or personal projects you have worked on. Provide photos, links, videos, documents, etc that provided deeper insight into these projects.
- **Recommendations:** Ask managers, professors, or classmates who've worked with you closely to write a recommendation. This gives extra credibility to your strengths and skills.
- **Join Groups:** By joining groups in your industries of interest you can meet other professionals, alumni, etc who share common interests. You can learn a lot about your interest areas, including industry trends and news, by connecting to people and groups in LinkedIn.

●●●● Download Handshake ●●●●



Find your next job/internship!

Handshake connects you with the best internships and jobs from over 200k employers.



Log in to Handshake

Download the app or sign into your account at monmouthcollege.joinhandshake.com



Complete Your Profile

Add your work experiences, skills, interests, and organizations



Discover Opportunities for you

Browse collections of jobs based on your profile and interests



Connect with Career Services

Coming soon... Schedule appointments, and register for Wackerle programs and events

[MonmouthCollege.joinhandshake.com](https://monmouthcollege.joinhandshake.com)

Build your career on Handshake with 6M other students and over 200K employers

● ● ● ● Job & Internship Links ● ● ● ●

General Sites

Handshake: <https://monmouthcollege.joinhandshake.com/>
College Career Consortium of Illinois : www.collegecentral.com/iscpa
WayUp: <https://www.wayup.com/>
Indeed: <https://www.indeed.com/>
My Visa Jobs – International Students: <http://www.myvisajobs.com/>
Employment Guide: <https://www.employmentguide.com/>
National Science Foundation: <https://www.nsf.gov/>

Academic Positions

Carney Sandoe & Associates: <http://www.carneysandoe.com/>
The Chronicle of Higher Education: <http://chronicle.com/section/Jobs/61/>
Education Jobs: <http://www.educationjobs.com/>
Higher Ed Jobs: <http://www.higheredjobs.com/>
Teach for America: <http://www.teachforamerica.org/>

Biology & Neuroscience

Biology and Biotechnology Paid Internships: <http://people.rit.edu/gtfsbi/Symp/summer.htm>
BiologyJobs.com: <http://biologyjobs.com/>
BioSpace: <http://www.biospace.com/>
HireBio: <http://www.hirebio.com/default.asp>
Massachusetts Biotechnology Council: <http://www.massbio.org/careers>
National Park Service (via USA Jobs): <https://www.usajobs.gov/>
National Institute of General Medical Sciences (Post-Baccalaureate Research): <http://www.nigms.nih.gov/>

Professional Organizations

American Institute of Biological Sciences: <http://www.aibs.org/home/index.html>
Allegheny County Medical Society: <http://www.acms.org/>
American Medical Association: <http://www.ama-assn.org/ama>

Chemistry

ACS Careers: <https://www.acs.org/content/acs/en/careers.html>
ChemJobs.net: <http://www.chemjobs.net/>
ChemistryJobs.com: http://www.chemistryjobs.com/home/home.cfm?site_id=14151
iHireChemists: <http://www.ihirechemists.com/>
Organic Chemistry Portal (also provides international opportunities): <http://www.organic-chemistry.org/jobs/>
Pittsburgh Companies hiring Chemists: <http://www.pittsburghacs.org/wp-content/uploads/2013/03/Pittsburgh-Area-Organizations-that-Hire-Chemists-Chemical-Engineers-and-Chemical-Technicians-3-11-13.pdf>

Professional Organizations

American Chemical Society: <http://www.acs.org>
Chemical Association of Pittsburgh: <http://www.pittchemday.com>
Women's Energy Network (Appalachian Chapter): <https://www.womensenergynetwork.org/appalachia/>
Spectroscopy Society of Pittsburgh: <http://www.ssp-pgh.org/>

Environmental Positions

EnvironmentalCareer.com: <http://environmentalcareer.com/>
Environmental Career Opportunities: <http://www.ecojobs.com/>
Environmental Jobs.com: <http://environmentaljobs.com/>
SustainableBusiness.com: <http://www.sustainablebusiness.com/>
The Nature Conservancy: <http://www.nature.org/about-us/careers/index.htm>
Earthworks <https://www.earthworksaction.org/>

Government, Public Service, and Volunteer

Coro: <http://www.coro.org>

Idealist.org: <http://www.idealists.org/>

PublicServiceCareers.org: <http://publicservicecareers.org/>

USA Jobs: <https://www.usajobs.gov/>

AmeriCorps: <http://www.americorps.gov/>

Back Door Jobs (Also includes international opportunities): <http://backdoorjobs.com/>

Cross Cultural Solutions (International Opportunities): <http://www.crossculturalsolutions.org/>

Federal Bureau of Investigation (FBI): <https://www.fbijobs.gov/>

Central Intelligence Agency (CIA): <https://www.cia.gov/careers/>

Global Volunteers (International Opportunities): <http://www.globalvolunteers.org/>

National Security Agency (NSA): <https://www.intelligencecareers.gov/nsa/nsastudents.html>

Peace Corps (also provides international opportunities): <http://www.peacecorps.gov/>

U.S. Department of Energy <http://jobs.energy.gov/>

Volunteer Match: <http://www.volunteermatch.org/>

Mathematics

Be an Actuary: <http://www.beanactuary.org/>

Actuarial Science: <http://www.soa.org/landing.aspx?ID=3849>

Operations Research: <http://careercenter.informs.org/> Statistics: <http://jobs.amstat.org/jobs>

E-financial Careers: <https://www.efinancialcareers.com/jobs>

Professional Organizations

American Statistical Association: <http://www.amstat.org/>

Society of Actuaries: <http://www.soa.org/>

Mathematical Society of America: <http://www.maa.org/>

American Mathematical Society: <http://www.ams.org/home/page>

Society for Industrial and Applied Mathematics: <http://siam.org/careers/>

Physics

Astrobetter Blog: <http://www.astrobetter.com/>

Brightrecruits.com: <http://brightrecruits.com/>

Physics Today Career Network: <http://www.physicstoday.org/jobs>

Professional Organizations

American Physical Society: <http://www.aps.org/>

Society of Physics Students: <http://www.spsnational.org/>

American Astronomical Society: <http://aas.org/>

Research

Biotechnology Company Directory: <http://hum-molgen.org/biotechnology/>

Medzilla.com: <http://medzilla.com/>

National Institutes of Health Jobs: <http://www.jobs.nih.gov/vacancies/scientific/default.htm>

NewScientist Jobs: <http://jobs.newscientist.com/>

Life Sciences Pennsylvania: <http://www.lifesciencespa.org/>

Pennsylvania Biotechnology Center (Directory Companies): <http://www.pabiotechbc.org/biotech/directory.htm>

Pharmaceutical Company Directory: <https://www.drugs.com/pharmaceutical-companies.html>

ScienceCareers.org: <http://sciencecareers.sciencemag.org/>

ScienceJobs.org: <http://sciencejobs.org/>

TopResearchJobs.com: <http://topresearchjobs.com/>

Technical

Pittsburgh Technology Council: <http://pghcareerconnector.com/>

Tiny Tech Jobs: <http://tinytechjobs.com/>

Internship Links

AAAS Science Writing Internship Opportunities for Seniors

<https://www.aaas.org/page/internship-opportunities>

Science writing internship opportunities for students completing their senior year.

ACS (American Chemical Association) Internship Site

<https://www.acs.org/content/acs/en/education/students/college/experienceopp.html>

Internship opportunities for science majors in private companies, academic institutions, government agencies, and public interest groups

Biomedical Sciences Career Program

<http://www.bscp.org/>

The Biomedical Science Careers Program, Inc. provides internship resources for careers in biomedical sciences.

Euro Scholars

<http://euroscholars.eu>

The objectives of this program are to give students the challenge of conducting original research at the cutting edge of human knowledge and promote interactions with scholars through an immersion in European Undergraduate Research Opportunities in the research environment.

FBI Honors Internship Program

<http://www.fbijobs.gov/>

Offers students an exciting insider's view of FBI operations and provides an opportunity to explore the many career opportunities within the Bureau.

INROADS

<http://www.inroads.org>

Seeks high performing African American, Hispanic, and Native American Indian students for internship opportunities for companies.

MAIP – Multicultural Advertising Internship Program

<http://maip.aaaa.org/>

Offers 10 week paid internships at top advertising agencies (account management, broadcast/print production, account planning, art direction, media planning/buying, digital/interactive technologies, copy writing, and public relations) for graduate students, seniors or juniors in any major.

NASA Internships

<https://intern.nasa.gov/>

This program seeks rising sophomore, junior, and senior students in math, computer science, and life/physical sciences.

NIH (National Institutes of Health) Research and Training Opportunities

<https://www.training.nih.gov/programs/>

Internships where students work side by side with some of the leading scientists and researchers in the world.

Pittsburgh Technology Council

<http://www.pghtech.org/career-connector.aspx>

Local technically oriented internship and job opportunities.

REU Programs (Research Experience for Undergraduate Programs)

<https://www.nsf.gov/crssprgm/reu/>

The National Science Foundation makes possible a number of opportunities for undergraduates to join research projects each summer.

RIT Internship Sites for Biological Sciences

<https://people.rit.edu/gtfsbi/Symp/summer.htm>

Lists internships that are directly related to Biology and Biotechnology.

SEO (Sponsors for Educational Opportunity)

<http://www.seo-usa.org/home>

Sponsors for Educational Opportunity is the nation's premier summer internship program for talented students of color leading to full-time job offers. Since its inception, SEO's Career Program has placed nearly 4,000 Black, Hispanic/Latino, Asian and Native American students in internships that lead to opportunities in exciting and rewarding careers in the most competitive industries worldwide.

Science.gov

Undergraduate: <https://stemundergrads.science.gov/>

Graduate: <https://stemgradstudents.science.gov/>

Government internships in the sciences.

Science and Technology Centers Internship Program

<http://www.nsf.gov/od/oia/activities/interns/>

The National Science Foundation Science and Technology Centers (STCs) offer summer internship at each of the 17 centers, located at prestigious universities around the United States.

USA Jobs

<https://www.usajobs.gov/StudentsAndGrads>

One stop portal for a variety of employment opportunities with the federal government.

U.S. Department of Energy (DOE)

<http://energy.gov/student-programs-and-internships>

This site lists internships available at the Department of Energy's National Laboratories.