

Job & Internship Search Checklist

Dietrich College of Humanities & Social Sciences

Identify your career goals

It's important to determine which jobs/internships align with your skills, interests, and goals. Use the following resources to explore various career options.

My Next Move	Search for various career paths based upon your skillset, industry, or personal interests.	www.mynextmove.org
Post-graduation statistics	Learn about the types of jobs/internships CMU students have obtained.	https://www.cmu.edu/career/about-us/salaries-and-destinations/index.html
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, industries, and organizations that align with your career goals. 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	This is a comprehensive job and internship database for which you can search for company lists, jobs, and contacts based upon your keywords and search filters.	Access via Handshake by selecting "Resources" under the top-right menu tab labeled "Career Center".
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 potential employers based on a specific geographic region or industry.	http://www.library.cmu.edu/

Determine your non-negotiables

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

- What type of work would you like to pursue?
- What skills do you want to utilize?
- In which geographic location do you hope to live?
- How would you describe your ideal employer? Consider size, culture, values, and fit.



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 to a specific job description. To ensure your resume and cover letter are ready to submit, visit your career consultant for a quick resume review.

- Career Consultants: Joe Battelline & Kristin Staunton
- Email Addresses: jbattell@andrew.cmu.edu & kstaunton@cmu.edu
- Appointment Scheduling: Schedule via Handshake under the "Career Center" menu tab.
- Dietrich Drop-In Hours: Email Kristin or Joe for the current drop-in hour schedule.
- Location: Career & Professional Development Center, West Wing Advising Center, 2nd Floor



Apply for jobs and internships

Are you 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	This is a comprehensive job and internship database for which you can search for company lists, jobs, and contacts based upon your keywords and search filters.	Access via Handshake by selecting "Resources" under "Career Center" tab
Idealist	This is a popular non-profit resource that helps job seekers locate jobs, internships, and volunteer opportunities posted by thousands of non-profit organizations.	www.idealist.org
Global Jobs	Identify positions with think tanks, NGO's, government agencies, or private sector organizations.	www.globaljobs.org
Handshake	Search for jobs/internships posted by recruiters and alumni who specifically want to hire CMU students.	https://cmu.joinhandshake.com/login



Build and manage your network

Utilizing your connections allows you to learn more about the industries and jobs/internships you could pursue. It is also a great way to learn about opportunities that may not be public knowledge. Additionally, connections may be able to advocate for you during a hiring process by writing recommendations letters, referring your resume to a hiring manager, or mentioning your name. Use the resources below to build a network. Meet with your career consultant for specific advice on networking.

CMU Alumni Directory	Connect with CMU alumni within various industries and companies.	www.alumni.cmu.edu
LinkedIn	Locate alumni and/or recruiters by browsing the CMU alumni tool on LinkedIn.	https://www.linkedin.com/school/carnegie-mellon-university/alumni/
Handshake	Search for recruiters and alumni who specifically want to hire CMU students.	https://cmu.joinhandshake.com/