1.) FIND COMPANIES: compile a list of 50-100 employers that interest you
2.) APPLY: submit your resume/cover letter to employers
3.) NETWORK: establish relationships to enhance your search

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**Resources for Job and Internship Search**

1.) FIND COMPANIES
   - **Hoover’s Database (87 million companies)**
     - Build a list by industry, size, and location
     - [http://www.library.cmu.edu/find/databases/title/H](http://www.library.cmu.edu/find/databases/title/H) – click on Jobs & Internships, Create a Target List, “Hoover’s”
   - **Reference USA**
     - Contains in-depth info about companies in US and Canada
     - *Includes OneSource module containing information on over 5 million global firms*
     - [http://www.library.cmu.edu/find/databases/title/R](http://www.library.cmu.edu/find/databases/title/R)
   - **LexisNexis Corporate Affiliations**
     - Create a list of foreign firms operating in the US and vice-versa
     - *Also search business profiles AND contacts*
     - [http://www.library.cmu.edu/find/databases/title/L](http://www.library.cmu.edu/find/databases/title/L)
   - **Vault Guides**
     - [www.cmu.edu/career](http://www.cmu.edu/career) - click on Jobs & Internships, Identify Organizations and “VAULT” - create a username and password
   - **GoinGlobal**
     - Log in to TartanTRAK, located on homepage
     - For international students: click on H-1B Info to view list of employers who have recently hired and sponsored for an H-1B Visa
     - If seeking opportunities abroad, check country guides and job listings
   - **CareerShift**
     - Log in to TartanTRAK, located on homepage
     - Search companies, jobs, contacts, etc. by keyword, location, and more
   - **Internship and Job Information of Past CIT Students**
     - [www.cmu.edu/career](http://www.cmu.edu/career) – click on Resources by College and College of Engineering
   - **Engineering Employers/Resources by Industry (pharmaceuticals, energy, and more)**
     - [www.cmu.edu/career](http://www.cmu.edu/career) – click on Resources by College and College of Engineering
   - **Buzzfile**
     - [www.buzzfile.com](http://www.buzzfile.com) – search companies by name and/or major, industry listings, and more

2.) APPLY
   - **TartanTRAK**
   - **Company Websites**
   - **Online Search Sites**
     - Internships - [www.internships.com](http://www.internships.com)
     - Engineering Jobs - [www.engineerjobs.com](http://www.engineerjobs.com)
     - US.jobs - [http://us.jobs/](http://us.jobs/)
     - College Grad - [http://www.collegegrad.com/](http://www.collegegrad.com/)
     - Indeed - [http://www.indeed.com/](http://www.indeed.com/)
     - Jobs.net - [http://www.jobs.net](http://www.jobs.net)

3.) NETWORK
   - **Your Current Network**
- Connect with professors, professional organizations, your career consultant, supervisors, alumni, family, friends, neighbors, colleagues, and other students

- **Carnegie Mellon Online Alumni Directory**
  - [www.cmu.edu/alumni](http://www.cmu.edu/alumni) - Register your email and choose a password, log in, click *Online Community, Online Directory*, and choose *Advanced Search*

- **Social Networking**
  - LinkedIn: create a detailed profile with a professional picture and connect with people
    - Checklist on website in career preparation and success guides
    - Join the CMU Alumni Association group and other groups of interest
    - Alumni tool: [http://www.linkedin.com/alumni](http://www.linkedin.com/alumni) - search CMU alumni by location, company, occupation

* **Key Phrases to Use**
  - Ask questions about the company and/or their position
  - “Could you recommend tips for how to best apply?”
  - “Could you recommend someone that I could send my resume to?”

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### Additional Resources

- **Job Fairs**
  - TOC (technical job fair in Fall semester), EOC (all majors job fair in Fall and Spring semesters)
    - [www.cmu.edu/career](http://www.cmu.edu/career) - click on “Attend a Career Fair”

- **collegefeed**: [www.collegefeed.com](http://www.collegefeed.com)
  - Create a profile to be fed directly to employers based on your interests areas

- **Leadership Development Job Opportunities**
  - Rotational track programs: [www.cmu.edu/career](http://www.cmu.edu/career) - click on *Resources by College, Carnegie Institute of Technology*, and *Corporate Leadership Development Programs*

- **Versatile PhD**
  - Log in to TartanTRAK, located on homepage
  - Connect with peer graduate/PhD students nationwide to network and explore bios, sample resumes, fields within Industry, and job postings

- **Company Reviews And Statistics**
  - **Glassdoor**: [www.glassdoor.com](http://www.glassdoor.com) - search company reviews
  - **O*NET**: [www.onetonline.org](http://www.onetonline.org) - search labor statistics and information on specific occupations

### CPDC – Advising Center (West Wing, 2nd Floor)

- Schedule an appointment to meet with a Career Consultant by logging into TartanTRAK
- For quick questions/resume reviews, Drop-In hours are available M-F, 1-4 pm (first come, first serve)
- Attend professional development workshops and events (i.e. information sessions)
  
  **Undergraduate Students:**
  - BME, CEE, ChemE: Marissa Fenwick (mfenwick@andrew.cmu.edu)
  - ECE, EPP, MSE: Ray Mizgorski (raymizgo@andrew.cmu.edu)
  - MechE: Lisa Dickter (dickter@andrew.cmu.edu)

  **Graduate Students:**
  - BME: Marissa Fenwick (mfenwick@andrew.cmu.edu)
  - CEE: Ashley Patton - *PH118G (awpatton@andrew.cmu.edu)*
  - Marissa Fenwick (mfenwick@andrew.cmu.edu)
  - EPP: Ray Mizgorski (raymizgo@andrew.cmu.edu)
  - ChemE, ECE, EST&P, MechE, MII-PS (Integrated Innovation Institute), MSE:
    - Marcie Foy (mfoy@andrew.cmu.edu)
    - Shaina Tsupros (stsupros@andrew.cmu.edu)

* Departmental Office Hours also available for quick questions/resume reviews
  - See dept. schedule for times/locations