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

Resources for Job and Internship Search

1.) FIND COMPANIES
   o Hoover’s Database (87 million companies)
     ▪ Build a list by industry, size, and location
       http://www.library.cmu.edu/find/databases/title/H – click on Jobs & Internships, Create a Target List, “Hoover’s”
   o 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
   o 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
   o Vault Guides
     ▪ www.cmu.edu/career - click on Jobs & Internships, Identify Organizations and “VAULT” - create a username and password
   o 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
   o CareerShift
     ▪ Log in to TartanTRAK, located on homepage
     ▪ Search companies, jobs, contacts, etc. by keyword, location, and more
   o Internship and Job Information of Past CIT Students
     ▪ www.cmu.edu/career – click on Resources by College and College of Engineering
   o Engineering Employers/Resources by Industry (pharmaceuticals, energy, and more)
     ▪ www.cmu.edu/career – click on Resources by College and College of Engineering
   o Buzzfile
     ▪ www.buzzfile.com – search companies by name and/or major, industry listings, and more

2.) APPLY
   o TartanTRAK
   o Company Websites
   o Online Search Sites
     ▪ Internships - www.internships.com
     ▪ Engineering Jobs - www.engineerjobs.com
     ▪ Simply Hired - www.simplyhired.com
     ▪ Intern Match - www.internmatch.com
     ▪ US.jobs - http://us.jobs/
     ▪ College Grad - http://www.collegegrad.com/
     ▪ Indeed - http://www.indeed.com/
3.) NETWORK
   o Your Current Network
     - Connect with professors, professional organizations, your career consultant, supervisors, alumni, family, friends, neighbors, colleagues, and other students
   o Carnegie Mellon Online Alumni Directory
     - www.cmu.edu/alumni - Register your email and choose a password, log in, click Online Community, Online Directory, and choose Advanced Search
   o 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 - 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?”

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 - click on “Attend a Career Fair”

- **Leadership Development Job Opportunities**
  - Rotational track programs: 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: search company reviews
  - O*NET: 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, 11:30 am-1 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)
  - EPP: Ray Mizgorski (raymizgo@andrew.cmu.edu)
  - CEE, ChemE, ECE, EST&P, MechE, MII-PS (Integrated Innovation Institute), MSE:
    - Marcie Foy (mfoy@andrew.cmu.edu)
    - Shelby Ikeda (sikeda@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