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

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)
   - 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 Find a Job/Internship and “VAULT” - create username and password
   - GoinGlobal
     - Log into Handshake, click on Resources
     - 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 into Handshake, click on Resources
     - Search companies, jobs, and employer contacts by keyword, location, and more
   - Internship and Job Information of Past CIT Students
     - [http://www.cmu.edu/career](http://www.cmu.edu/career) – click on Salaries and Destinations, College of Engineering
   - Lists of Companies/Resources by Industry (aerospace, biomedical, energy, environmental, hardware, metals, pharmaceuticals, polymers, renewable energy, robotics, and more)
     - [www.cmu.edu/career](http://www.cmu.edu/career) – click on Browse Resources, College of Engineering-Undergraduate
   - Buzzfile
     - [www.buzzfile.com](http://www.buzzfile.com) – search companies by name and/or major, industry listings, and more

2.) APPLY
   - Handshake [http://cmu.joinhandshake.com](http://cmu.joinhandshake.com)
   - Company Websites
   - Online Search Sites
     - Internships - [www.internships.com](http://www.internships.com)
     - Engineering Jobs - [www.engineerjobs.com](http://www.engineerjobs.com)
     - College Grad - [http://www.collegegrad.com/](http://www.collegegrad.com/)
     - Indeed - [http://www.indeed.com/](http://www.indeed.com/)

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 - 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 Browse Resources-Quick Tips
  - Join the CMU Alumni Association group https://www.linkedin.com/groups/2221 and other groups of interest
  - Alumni tool: http://www.linkedin.com/alumni - search CMU alumni by location, company, occupation

*Key Phrases to Use with alumni and your network:
- 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), Encompass (all majors job fair in Fall and Spring)
    - www.cmu.edu/career - click on Prepare for a Career Event

- Leadership Development Job Opportunities
  - Rotational track programs: www.cmu.edu/career - click on Browse Resources, College of Engineering-Undergraduate, and “Corporate Leadership Development Programs”

- Versatile PhD
  - Log into Handshake, located in Resource Library
  - 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: Log into Handshake, located in Resources – 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 Handshake
- For quick questions/resume reviews, Drop-In hours are available M-F, 11:30 am-1:30 pm (first come, first serve)
- Attend professional development workshops and events (i.e. information sessions)

Undergraduate Students:
- BME, CEE, ChemE: Ray Mizgorski (raymizgo@andrew.cmu.edu) & Lisa Dickter (dickter@andrew.cmu.edu); CEE only: Kevin Monahan (monahan@andrew.cmu.edu)
- ECE, EPP, MSE: Ray Mizgorski (raymizgo@andrew.cmu.edu)
- MechE: Lisa Dickter (dickter@andrew.cmu.edu)

Graduate Students:
- BME: Ray Mizgorski (raymizgo@andrew.cmu.edu) & Lisa Dickter (dickter@andrew.cmu.edu)
- EPP: Ray Mizgorski (raymizgo@andrew.cmu.edu)
- CEE: Shelby Ikeda (sikeda@andrew.cmu.edu)
  - * Dept. Office Hours for quick questions/resume reviews – See dept. schedule for times/locations
- ChemE, ECE, EST&P, MechE, MII-PS (Integrated Innovation Institute), MSE:
  - Marcie Foy (mfoy@andrew.cmu.edu) & Shaina Tsupros (stsupros@andrew.cmu.edu)
  - * Dept. Office Hours for quick questions/resume reviews – See dept. schedule for times/locations