# MCS Job & Internship Search Guide

## RESEARCH AND IDENTIFY JOB FUNCTIONS AND COMPANIES
- Compile a list of keywords you will use when searching for jobs and internships (can be subject specific, such as “biology”, skill specific, such as “research” or “microscopy”, or type specific, such as “entry level”)
- Make a list of 50-100 companies that interest you to guide your search and familiarize yourself with the industry

<table>
<thead>
<tr>
<th>Tool</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>CareerShift</strong></td>
<td>Login to Handshake: click on Resources</td>
</tr>
<tr>
<td></td>
<td>Comprehensive job and internship database—also search for company lists and jobs based on keywords and industries</td>
</tr>
<tr>
<td><strong>Glassdoor</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Research company reviews and ratings, salary reports, and interview questions</td>
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<tr>
<td><strong>GoinGlobal</strong></td>
<td>Login to Handshake -- click on Resources</td>
</tr>
<tr>
<td></td>
<td>Click on H-1B Info to view employers who have hired/sponsored for an H-1B Visa View country guides and job listings to find opportunities abroad</td>
</tr>
<tr>
<td><strong>Hoover’s Research Database</strong></td>
<td>Select Hoover’s</td>
</tr>
<tr>
<td></td>
<td>Explore millions of potential employers nationwide—great for a specific geographic or industry search</td>
</tr>
<tr>
<td><strong>LinkedIn</strong></td>
<td></td>
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<tr>
<td></td>
<td>Browse company pages to learn more, view job openings, and current employees; Browse profiles of members in desired industry to find keywords/job function ideas</td>
</tr>
<tr>
<td><strong>Vault Guides</strong></td>
<td>Login to Handshake -- click on Resources</td>
</tr>
<tr>
<td></td>
<td>Research employers, industries, and career subjects</td>
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## APPLY FOR POSITIONS

### General Job/Internship Boards:
- **Handshake** (formerly known as TartanTRAK)
- **CareerShift**- Access via Handshake: click on Resources on the left-hand side of the homepage
- **Indeed**
- **Leadership Development and Rotational Programs**
- **LookSharp**- Internship postings
- **Universities/Hospitals/Medical Centers-** check individual websites for volunteer/research opportunities

### Other Strategies:
- **Direct Outreach**- Find the recruiter, HR contact, hiring manager, faculty member, and/or alumni at an organization of interest, reach out directly (by email) to express your interest in the company/faculty member/lab and attach your resume
- **Staffing Firms (see links on following pages)**- Beware of any with fees associated for assisting you in your job search (most below are lab/clinical/healthcare related and may advertise “temporary” positions)

## NETWORK TO FIND CONNECTIONS

Utilizing your connections allows you to learn more about the industry and jobs/internships. It is a way to learn about opportunities that may not be public knowledge. Additionally, connections can serve as great advocates for you during the hiring process, including writing recommendations letters, referring your resume along to a hiring manager, or putting in a good word for you.

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<tr>
<td></td>
<td>Find contacts at companies by searching name and/or company name</td>
</tr>
<tr>
<td><strong>CMU Alumni Directory</strong></td>
<td>Register your email, choose a password, and login</td>
</tr>
<tr>
<td><strong>Handshake</strong></td>
<td>Search for recruiter contact info by company</td>
</tr>
<tr>
<td><strong>LinkedIn</strong></td>
<td>Use the “Find Alumni” tool- click “My Network”, then “Find Alumni”</td>
</tr>
<tr>
<td><strong>Personal Connections</strong></td>
<td>Reach out to professors, student organizations, CPDC, current students, and alumni, family, and friends</td>
</tr>
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</table>

Questions? Contact Katie Cassarly at [katiecassarly@cmu.edu](mailto:katiecassarly@cmu.edu)
MCS JOB & INTERNSHIP LINKS

Academic Positions
Academic 360: http://www.academic360.com/
Education Jobs: http://www.educationjobs.com/
Higher Ed Jobs: http://www.higheredjobs.com/
National Association of Independent Schools: http://www.nais.org/Pages/default.aspx
Teach for America: http://www.teachforamerica.org/
Teaching without Certification (BC Resource): http://bc.edu/offices/careers/careers/careerfields/ednotcertified.html
PhD Jobs- Jobs.phds.org
Post-doc jobs- PostDocJobs.com

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/
CenterWatch Clinical Research Jobs: http://centerwatch.com/jobwatch/
Dnajobs.com: http://dnajobs.com/
European Molecular Biology Laboratory (international opportunities): http://embl.de/aboutus/jobs/
Fitzroy (Undergraduate Research in Biology): http://www.firstmarket.com/fitzroy/
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 Institute: http://www.ama-assn.org/ama

Chemistry
ACS Careers: http://portal.acs.org/portal/acs/corg/content
ChemJobs.net: http://www.chemjobs.net/
iHireChemists: http://www.ihirechemists.com/
Organic Chemistry Portal (also provides international opportunities): http://www.organic-chemistry.org/jobs/

Professional Organizations
American Chemical Society: http://www.acs.org
Chemical Association of Pittsburgh: http://www.pittchemday.com
Young Professionals In Energy: http://www.ypenergy.org/ypepittsburgh
Women’s Energy Network (Appalachian Chapter): http://www.womensenergynetwork.org/?nd=appal_home
Spectroscopy Society of Pittsburgh: http://www.ssp-pgh.org/

Environmental Positions

Questions? Contact Katie Cassarly at katiecassarly@cmu.edu
Earthworks:  http://www.earthworksaction.org/
EnvironmentalCareer.com:  http://environmentalcareer.com/
Environmental Career Opportunities:  http://www.ecojobs.com/
Environmental Jobs:  http://environmentaljobs.com/
SustainableBusiness.com:  http://www.sustainablebusiness.com/
The Nature Conservancy:  http://www.nature.org/about-us/careers/index.htm

Government, Public Service, and Volunteer
Coro:  http://www.coro.org/site/c.geJNIUOzErH/b.2083541/k.ED76/CORO_Home.htm
Idealist.org:  http://www.idealist.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/
FBI:  https://www.fbijobs.gov/231.asp
Global Volunteers (International Opportunities):  http://www.globalvolunteers.org/
NSA:  https://www.intelligencecareers.gov/nsa/nsastudents.html
Peace Corps (also provides international opportunities):  http://www.peacecorps.gov/
Volunteer Match:  http://www.volunteermatch.org/

Mathematics
Be an Actuary:  http://www.beanactuary.org/
Statistics:  http://jobs.amstat.org/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
Brighrecruits.com:  http://brightrecruits.com/
Physics.org:  http://www.physics.org/careers
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/

Research
Biotechnology Company Directory:  http://hum-molgen.org/biotechnology/
Medzilla.com:  http://medzilla.com/

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Pennsylvania Biotechnology Center (Directory Companies): [http://www.pabiotechbc.org/biotech/directory.htm](http://www.pabiotechbc.org/biotech/directory.htm)
ScienceCareers.org: [http://sciencecareers.sciencemag.org/](http://sciencecareers.sciencemag.org/)

Technical

Regional Technology Councils: [http://boogar.com/resources/associations/technology_councils.htm](http://boogar.com/resources/associations/technology_councils.htm)

Temporary Professional Positions

Experis: [http://www.experis.us/Index.htm](http://www.experis.us/Index.htm)
KForce: [http://kforce.com/](http://kforce.com/)
Lab Temps: [http://labtemps.com/](http://labtemps.com/)

Internship Links

AAAS Science Writing Internship Opportunities for Seniors
[https://www.aaas.org/page/internship-opportunities](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](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
The Biomedical Science Careers Program, Inc. provides internship resources for careers in biomedical sciences.

Community of Science
[http://fundingopps.cos.com](http://fundingopps.cos.com)
Comprehensive source of funding information including summer internships.

Euro Scholars
[http://euroscholars.eu](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
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](http://www.inroads.org)

Questions? Contact Katie Cassarly at katiecassarly@cmu.edu
Seeks high performing African American, Hispanic, and Native American Indian students for internship opportunities for companies.

INTERNSHIPS-USA
http://www.internships-usa.com (Username: work   Password: credit)
Provides information on internship in areas such as: social services, environment, law and policy, international affairs, sports, and marketing.

MAIP – Multicultural Advertising Internship Program
http://maip.aaaa.org/
Offers 10 week paid internship 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/ossi/web/public/main/index.cfm%3FsolarAction%3Dview%26subAction%3Dcontent%26contentCode%3DHOME_PAGE_INTERNSHIPS
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 fulltime 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
http://www.science.gov/internships/undergrad.html
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.

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