### 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>CareerShift</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>Glassdoor</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>GoinGlobal</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</td>
</tr>
<tr>
<td></td>
<td>View country guides and job listings to find opportunities abroad</td>
</tr>
<tr>
<td>Hoover’s Research Database</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>LinkedIn</td>
<td></td>
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<tr>
<td></td>
<td>Browse company pages to learn more, view job openings, and current employees;</td>
</tr>
<tr>
<td></td>
<td>Browse profiles of members in desired industry to find keywords/job function ideas</td>
</tr>
<tr>
<td>Vault Guides</td>
<td>Login to Handshake -- click on Resources</td>
</tr>
<tr>
<td></td>
<td>Research employers, industries, and career subjects</td>
</tr>
</tbody>
</table>

### 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 Program](#)
- [WayUp](#) - 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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<td>CareerShift</td>
<td>Access via Handshake: click on Resources</td>
</tr>
<tr>
<td></td>
<td>Find contacts at companies by searching name and/or company name</td>
</tr>
<tr>
<td>CMU Alumni Directory</td>
<td>Click on Online Community and select Online Directory</td>
</tr>
<tr>
<td></td>
<td>Register your email, choose a password, and login</td>
</tr>
<tr>
<td>Handshake</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Search for recruiter contact info by company</td>
</tr>
<tr>
<td>LinkedIn</td>
<td></td>
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<tr>
<td></td>
<td>Use the “Find Alumni” tool- click ”My Network”, then “Find Alumni”</td>
</tr>
<tr>
<td>Personal Connections</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Reach out to professors, student organizations, CPDC, current students, and alumni, family, and friends</td>
</tr>
</tbody>
</table>
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/
PhD Jobs: https://www.phdjobs.com
Post-doc jobs: https://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/
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 Association: http://www.ama-assn.org/ama

Chemistry
ACS Careers: https://www.acs.org/content/acs/en/careers.html
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://ypepittsburgh.org/
Women’s Energy Network (Appalachian Chapter): https://www.womensenergynetwork.org/appalachia/
Spectroscopy Society of Pittsburgh: http://www.ssp-pgh.org/

Environmental Positions
EnvironmentalCareer.com: http://environmentalcareer.com/
Environmental Career Opportunities: http://www.ecojobs.com/
Environmental Jobs: http://environmentaljobs.com/
SustainableBusiness.com: http://www.sustainablebusiness.com/

Questions? Contact Rachel Rosenfeld at rrosenf1@andrew.cmu.edu
The Nature Conservancy: http://www.nature.org/about-us/careers/index.htm
Earthworks https://www.earthworksaaction.org/

**Government, Public Service, and Volunteer**

Coro: http://www.coro.org
Idealist.org: http://www.idealista.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/
Central Intelligence Agency (CIA): https://www.cia.gov/careers/
Global Volunteers (International Opportunities): http://www.globalvolunteers.org/
Peace Corps (also provides international opportunities): http://www.peacecorps.gov/
Volunteer Match: http://www.volunteermatch.org/

**Mathematics**

Be an Actuary: http://www.beanactuary.org/
Operations Research: http://careercenter.informs.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://brighrecruits.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/
NewScientist Jobs: http://jobs.newscientist.com/
Life Sciences Pennsylvania: http://www.lifesiencespaa.org/
Pennsylvania Biotechnology Center (Directory Companies): http://www.pabiotechbc.org/biotech/directory.htm

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Pharmaceutical Company Directory: https://www.drugs.com/pharmaceutical-companies.html
ScienceCareers.org: http://sciencecareers.sciencemag.org/
ScienceJobs.org: http://sciencejobs.org/

Technical
Pittsburgh Technology Council: http://pghcareerconnector.com/
Regional Technology Councils: http://boogar.com/resources/associations/technology_councils.htm
Tiny Tech Jobs: http://tinytechjobs.com/

Temporary Professional Positions
Aerotek: http://www.aerotek.com/
Commonwealth Sciences: http://cwsciences.com/Current-Openings
Experis: http://www.experis.us/Index.htm
Kelly Services: http://www.kellyservices.com/Global/Home/
KForce: http://kforce.com/
Lab Support: http://oalabsupport.com/oalab/home.faces
Lab Temps: http://labtemps.com/
Yoh Scientific: http://jobs.yoh.com/

Internship Links
AAAS Science Writing Internship Opportunities for Seniors
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
Internship opportunities for science majors in private companies, academic institutions, government agencies, and public interest groups

Biomedical Sciences Career Program
http://www.bscp.org/
The Biomedical Science Careers Program, Inc. provides internship resources for careers in biomedical sciences.

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

Euro Scholars
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
http://www.fbijobs.gov/
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
Seeks high performing African American, Hispanic, and Native American Indian students for internship opportunities for companies.

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MAIP – Multicultural Advertising Internship Program
http://maip.aaaa.org/
Offers 10 week paid internships 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/
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/gtfsbj/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 full-time 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
Undergraduate: http://www.science.gov/internships/undergrad.html
Graduate: https://stemgradstudents.science.gov/
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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