

Job-Internship Search RESOURCE GUIDE

► Explore Careers

If you're unsure what type of position to search for, you'll want to start by exploring your career field and learning more about the types of positions available to you. Here are a few resources for getting started with your research:

- **What Can I Do With This Major?**—Overview of the variety of career fields connected to each major. <https://www.fitchburgstate.edu/student-support/career-services-and-advising-center/student-resources>
- **My Next Move**—Career assessments, information about preparation for careers and job outlook <http://mynextmove.org>
- **Occupational Outlook Handbook**—Labor statistics from the U.S. Department Labor <https://www.bls.gov/ooh/>

If you're not sure where to begin, Career Services and Advising can guide you through the exploration process. Call or email us to set up an appointment with an Academic and Career Advisor.

► Job & Internship Search Resources

The best way to search for jobs and internships is to try a variety of sources and evaluate which ones get you the best results. We recommend using multiple sources and taking advantage of features like saved searches that help you automate your job or internship search.

- **Handshake**—Handshake is Fitchburg State's online career platform. It links students to career opportunities from 550k+ companies. Create an account using your Falcon Key and set up your profile to get job and internship recommendations that match your interests and skills. Handshake is our top recommendation for finding internships, full-time and part-time jobs. <https://fitchburg.joinhandshake.com>
- **Idealist**—The Idealist Career Center lists jobs, internships, and volunteer opportunities in the nonprofit sector. <http://www.idealist.org>

- **Indeed**—Indeed pulls job postings from thousands of websites and puts them all in one place. Some employers also post jobs directly on Indeed. <https://www.indeed.com>
- **LinkedIn**—In addition to being a networking tool, LinkedIn hosts a job board so you can leverage connections to help you land jobs. <https://www.linkedin.com>
- **Industry-specific Job Sites**—Many industries have job listing sites specific to the field. Please contact Career Services and Advising for a list.
- **Professional Organizations**—Most professional organizations include job listings on their site (i.e., AIGA, the professional association for design). Check with your advisor or professors for leading professional organizations in your field.

► Network

Networking is one of the most important tools in your job or internship search. Through your network contacts, you can find out about job and internship opportunities, learn more about companies you're interested in applying to, or build a support group of other new professionals in your field.

- **LinkedIn**—Use LinkedIn to identify potential contacts, such as supervisors, professors, classmates and coworkers. Reach out to your contacts to let them know you're looking for a job or internship opportunity. Your network can be a great source of information about jobs in the hidden job market. <https://www.linkedin.com>

► Tips for Success

- Use multiple sources to find job and internship listings. It will take some trial and error to find out which sources are best for your field.
- Create a profile on job sites and use features like saved searches and liking jobs to improve your recommended positions.
- Include time to search for jobs or internships in your schedule as well as time to submit and follow up on applications.
- Work with the Career Services and Advising Center to get your resume in good shape before you begin applying for jobs or internships.

FOR MORE INFORMATION, CONTACT

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