Job & Internship Search Checklist

✓ CNS Career & Professional Development Center, Morrill III, Room 215  www.cns.umass.edu/careers
  ➢ Resume and CV Samples and Guide. Go to the CNS Career Center website and learn how to write your resume or CV. Use this information and the samples provided to help you create your first draft.
  ➢ Career Coaches available by appointment. Make an appointment at the CNS Career & Professional Development Center webpage: www.cns.umass.edu/careers; Walk-in times available starting in spring 2018 from 10-5 each day. Bring a hard copy of your resume.
  ➢ Big Interview: Use this on-line tool to learn and practice your interviewing skills. There are on-line tutorials, which will coach you on how to craft an answer; and video practice questions where you can record yourself. Access it at: https://umass.biginterview.com/
  ➢ Mock Interviews: Make an appointment with a Career Coach (bring your resume & a job description for a position in which you are interested) to practice further. Read our Interview Skills Guide on our website; and remember to practice with Big Interview first.
  ➢ Our CNS Career & Professional Development Center has on our website guides on how to write Cover Letters, Create your Elevator Pitch, Prepare for a Career Fair, How to Write an Effective LinkedIn Profile, and How to Network, and How to Find Internships, REUs, Research and Full-Time positions.
  ➢ On-Campus Recruiting: Companies come to campus to talk directly with students. Read your emails. Use UMass Career Connect, at www.umass.edu/careers/. (Handshake coming in the fall 2018).

✓ UMass Amherst Career Services in Goodell: www.umass.edu/careers. Access UMass Amherst’s CareerConnect system, which is a database of different jobs and internships available to all UMass Amherst students; as well as the Calendar for more Career Events on campus: http://www.umass.edu/careers/career-services-calendar.

✓ Career Fairs: Check the UMass Central Career Services Calendar for updates. Research companies before you go to a Career Fair so you are prepared:
  ➢ TBA: September 2018: Actuarial Career Fair
  ➢ September 26, 2018: Isenberg School of Management Career Day, 11-3, Campus Center
  ➢ September 27, 2018: Computer & Information Science Career Fair
  ➢ September 28, 2018: Engineering Career Fair, Campus Center
  ➢ October 25, 2018: Life Sciences Career Fair, Campus Center
  ➢ TBA: October 2018: Civil Engineering Career Fair, Marcus Building, College of Engineering
  ➢ TBA: November 2018: Non-Profits & Public Service Career & Networking Fair
  ➢ December 8, 2018: Psychology Career Fair & Networking Night, 11:30-1:30, Campus Center
  ➢ January 11, 2018: Alumni Office, Networking Event, Boston. RSVP: nmyoung@umass.edu
  ➢ February 9, 2018: Computer & Information Sciences Career Fair, 10-3, CS Building
  ➢ February 13, 2018: Humanities & Arts Internships Fair, 11-2, Fine Arts Atrium
  ➢ February 16, 2018: Civil & Environmental Engineering Career Fair, 10-3, Marcus Building, Engineering
  ➢ February 21, 2018: Diversity Student & Employer Networking Night, 6:30-8 pm, Campus Center
  ➢ February 22, 2018: University-wide Career Blast Career Fair, 10-3, Campus Center
  ➢ TBA February 2018: Building & Construction Technology Career Fair, Design Building
  ➢ February 28, 2018: Hospitality & Tourism Career Fair, Campus Center
- **March 21-22, 2018**: SPHHS Career Networking & Development Conference
- **April 7, 2018**: Harvard’s Biomedical Science Career Conference (for underrepresented populations) in Boston. Contact Willie Pope (wjp@umass.edu) by January 26 for application and more information.
- **TBA March 2018**: Summer Jobs Fair, 12-3, 5th floor Goodell

**LinkedIn**: Do you know there are over 160,000 UMass Amherst alumni on LinkedIn?
- Is your **Profile complete**? Do you have a professional-looking picture? Interesting headline? Captivating Summary? Sections completed?
- Customize and simplify your LinkedIn URL which you can add to your resume.
- Use **relevant keywords**, skills, and industry lingo.
- **Join Groups** relevant to your degree, interests and desired industry (such as UMass Amherst Biochemistry and Molecular Biology Dept.), as well as UMass – Amherst Alumni.
- **Connect and network** with alumni who graduated in your major, work in industries you are interested in, or work at companies you might want to pursue.
- **Search** for jobs and/or internships in the main search bar at the top of the page.
- **Follow companies** in which you are interested. If jobs are posted, you will get an update.
- Make sure your privacy settings are the way you want.

**Network**:
- Faculty, department heads, and researchers
- Career Counselors
- Older students
- Alumni and corporate engagement events
- Undergraduate Advisors
- Family, friends, neighbors
- Previous supervisors
- People you casually meet (at a sporting event, getting your car fixed, etc.)
- Professional organizations
- People you meet at conferences, club events
- On-Campus Recruiters: career fairs, Information Sessions

**Search for Internships & Jobs on-line**:
- UMass Career Connect: [www.umass.edu/careers](http://www.umass.edu/careers)
- BURA (Biology Undergraduate Research Apprenticeship program): [https://www.bio.umass.edu/bura/](https://www.bio.umass.edu/bura/)
- Mass Biotechnology Council: [https://www.massbio.org/](https://www.massbio.org/)
- Indeed.com
- Glassdoor.com
- Google for Jobs
- Internships.com
- Vault.com: Job Listings, Company Research, Career Advice
- MyJobHelper.com
- WayUp.com