

## TOP 10 CIT JOB & INTERNSHIP SEARCH TIPS

All of these resources are on the CIT Career Center website: [www.cmu.edu/career](http://www.cmu.edu/career)

### Part One: Identify a list of 50-100 employers in which you are interested, using the following:

#### 1. Online Databases:

- **CareerSearch Database** (4 million company names – not job openings)
  - Jobs & Internships, *create your username and password (In “Industries” click on ‘Technology’ and then check off some categories)*
- **Leadership Development Job Opportunities** (over 50 companies with rotational tracks)
  - College Specific Resources, CIT, and Corporate Leadership Development Programs
- **CIT Internship Directory** (click on Jobs & Internships)
- **Going Global** (for employers abroad and a list of employers who hire international students - in H1B Plus) – Login through TartanTRAK
- **Graduating Engineer** great website – <http://www.graduatingengineer.com/>
- **Glassdoor.com**: To learn about companies and reviews
- **Onet.com**: Linked to labor statistics and how companies are doing; career details

#### 2. Review list of employers who hired CIT students in the past (click on ‘salaries’)

- **Find more employers** using VAULT Guides, professional organizations and professors

### Part Two: Submit your resume to employers using several of the following strategies:

#### 3. TartanTRAK for internship and fulltime postings and interviews

#### 4. Network with everyone you know (professors, past supervisors, alumni, family, friends, neighbors, colleagues, students in your department)

- Contact ProNet Volunteers (alumni, parents, friends of CMU) using TartanTRAK-Networking tab
- Social networking – Facebook/LinkedIn
- Contact CIT alumni – (Jobs & Internships, alumni directory – again on alumni directory – on register now enter name and pin number, get a username and password, advanced search)
- **Key phrase: “Could you recommend someone that I could send my resume to?”**

#### 5. Attend Job/Career Fairs: TOC-technical job fair (2 days in September), BOC-business job fair (September), EOC-jobs & internships (September, February), CAOC-Creative Arts job fair (March)

#### 6. Contact Employers Directly:

- Email Carnegie Mellon employers – **Business Card Directory** (Jobs & Internships)
- **If small to mid-size company, contact** office of human resources to ask if you can email your resume and cover letter; Employer may ask you to submit your resume to their web site

### Part Three: Be very proactive and persistent in your search

#### 7. Visit the Career and Professional Development Center (University Center – Lower Level): Call 412.268.2064 to make an appt.

- Meet with your CIT Career Consultant:  
Lisa Dickter (dickter@andrew) **or** Ashley Fowler (ashleyif@andrew) **or** Wahab Owolabi (wahab@cmu)
- Attend Professional Development workshops/events
- Walk-In Hours: Every Wednesday from 2-4pm

#### 8. Practice your interview skills: Schedule a mock interview with employers on TartanTRAK

#### 9. Start your search early (August) & start with a large quantity of employers (keep a notebook)

#### 10. Follow-up (be persistent) with employers and job fair contacts, after sending resumes