

## ☞ TOP 10 INTERNSHIP SEARCH TIPS ☞

### Part One: Put together a list of 50 or more employers in which you are interested

1. **CIT Internship Opportunities Database**
2. **CareerSearch Database** (2 million company names, not job openings)  
*Enter your Andrew id and password; then create your own username and password (In "Industries" click on 'Technology' and then check off some categories)*
3. **Research** using the **Vault Guides**, the web, journals, professional organizations, professors, and the Career Center Library

### Part Two: Get your resume to those employers using the following:

4. **TartanTRAK (TWO DIFFERENT job databases)**
  - ✓ 1<sup>st</sup>: Search Jobs & Internships (national classifieds) – submit your resume
  - ✓ 2<sup>nd</sup>: **Interview & Connect with Employers** – submit your resume (notice the deadlines!)
  - ✓ Information Sessions (employer presentations) – attend these
5. **Network** with everyone you know (professors, past supervisors, alumni, family, friends, neighbors, colleagues, students in your department)
  - ✓ Contact CIT alumni - **www.cmu.edu/alumni** (click on 'What can we do for you' – on 'Online Services' – on 'alumni directory' – on 'search the directory' – on 'register' and get a username and password, then click on 'advanced search')
6. **Attend Job Fairs:** TOC-technical job fair, BOC-business job fair, WestPACS-off campus all majors job fair, EOC
7. **If small to mid-size company, then contact the employer's** office of human resources to ask if you can send your resume and cover letter (inquire if you should send by U.S. mail or email); Employer may ask you to submit your resume to their web site

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

8. **Visit the Career Center (University Center – Lower Level)** and use the resources
  - ✓ Meet with your CIT Career Consultant:
    - Lisa Dickter (dickter@andrew) or Carol Young (caroly@andrew)
    - Call 412-268-2064 to make an appointment
  - ✓ Read bboard: **cmu.cit.career**
  - ✓ Access Career Center's web site: **www.cmu.edu/career/cit**
  - ✓ Attend Career Center workshops and events
9. **Practice your interview skills:** read books & have a mock interview (employer/Carol/Lisa)
10. **Start your search early, & start with a large quantity** of employers (keep a notebook)
11. **Follow-up (be persistent)** with employers and job fair contacts, after sending resumes