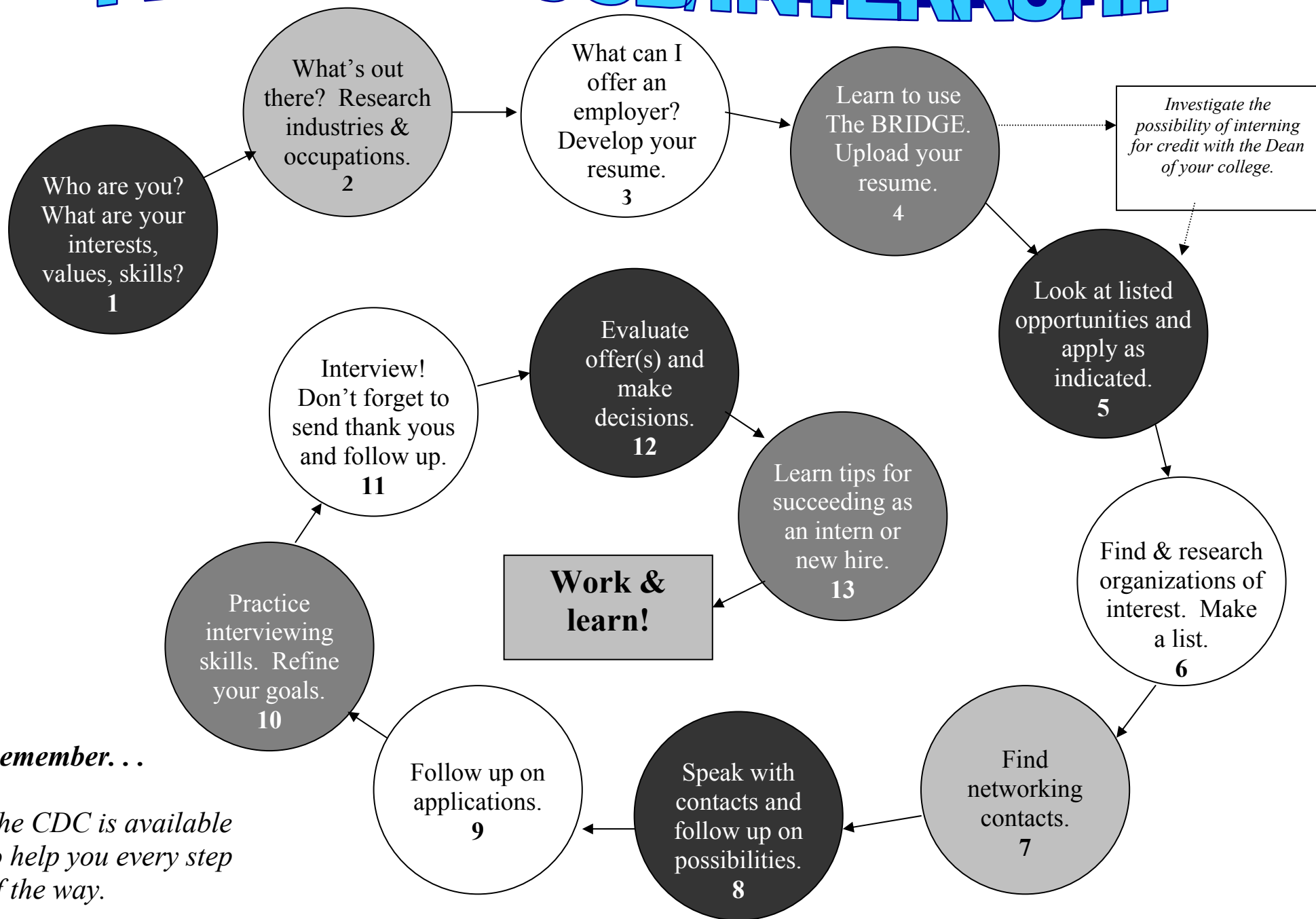


FINDING A JOB/INTERNSHIP



Remember...

The CDC is available to help you every step of the way.

1. Who are you? What are your Interests, Values and Skills?

- Appointments with CDC Counselors
- *Pinpoint* Computerized Self Assessment
- JumpStart Career Planning Course
- Self Assessment Inventories
- Careers for. . . Series (books)

2. What's Out There? Research Industries and Occupations

- **The BRIDGE industry profiles** (after 1/03)
- *Pinpoint* Computerized Self Assessment
- **www.wetfeet.com**
- Industry-focused panels and programs
- Several industry-related books
- Talk to alumni/parents (CareerNet)

3. What Can I Offer an Employer? Develop a Resume

- Resume/Cover Letter Workshops
- Resume handouts/Sample Resumes
- JumpStart Career Planning Course
- Resume critiques (walk-in appts)
- Resumania (before Expo)
- **Templates on The BRIDGE**

4. Learn to The BRIDGE; Profiles/Calendar/Documents/Opportunities

- Weekly The BRIDGE 101 Workshops
- **The BRIDGE Help sheets**
- Walk-in Hours assistance

5. Look at Listings and Apply as Indicated

- **The BRIDGE** -on campus interviewing/off campus referrals
- **The BRIDGE internship listings**
- **The BRIDGE – Global Exchange**
- **Web Resources (under Employment & Internships)**
- Several internship directories
- **Virtual Career Fairs**

6. Find and Research Organizations of Interest; Make a List

- **CareerSearch**
- CDC Recruiting Program (**The BRIDGE**)
- Job Banks and other directories
- **Web Resources (under Employment & Internships)**
- www.wetfeet.com
- Company web sites

7. Find Networking Contacts

- CareerNet (list of alumni/parents)
- Informational Interviews
- Faculty suggestions
- Fall and Spring Employer Expos
- Off-Campus Career Fairs
- **The BRIDGE**
- Campus programs/speakers
- Student to Student Directory

8/9. Speak With Contacts and Follow Up on Possibilities; Follow up on Applications

- Job Search Workshops
- Ask The Counselor walk-in hours

10/11. Practice Interviewing Skills; Refine Your Goals;

- Interviewing Workshops
- Mock Interviews
- Ask The Counselor walk-in hours
- Interview Preparation Program (Peer Consultants)
- Interviewing handouts and books
- Employer Mock Interview Day

12. Evaluate Offers and Make Decisions

- Evaluating Offers Workshops
- Appointments with CDC Counselors

