


Career & Professional Development Center

College of Natural Sciences

Morrill III, Room 215

www.cns.umass.edu/careers

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](http://www.cns.umass.edu/careers) 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](http://www.cns.umass.edu/careers): 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/Networking Events**: Check the [UMass Central Career Services](#) Calendar for updates. Research companies before you go to a Career Fair so you are prepared:
 - Spring 2018:
 - **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
 - **February 28, 2018**: Building & Construction Technology Career Fair, 10-3, Design Building
 - **February 28, 2018**: Hospitality & Tourism Career Fair, Campus Center
 - **March 21-22, 2018**: SPHHS Career Networking & Development Conference
 - **TBA March 2018**: Summer Jobs Fair, 12-3, 5th floor Goodell
 - **April 5th 2018**: Pre-Health Networking Night, 6-8pm, Student Union Ballroom
 - **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.
 - Fall 2018:
 - **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

✓ **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
- BURA (Biology Undergraduate Research Apprenticeship program): <https://www.bio.umass.edu/bura/>
- OURS (UMass Amherst Office of Undergraduate Research & Studies): <http://www.umass.edu/ours/>
- REU's (Research Experiences of Undergraduates): <https://www.nsf.gov/crssprgm/reu/>
- Mass Life Sciences Center **Internship Challenge**: <http://www.masslifesciences.com/programs/internship/>
- Mass Clean Energy Center: <http://www.masscec.com/>
- Mass Biotechnology Council: <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