



Guide to Finding an Internship/Job

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Division of Undergraduate Academic Affairs,
Rutgers, The State University of New Jersey

RUTGERS

University Career Services
New Brunswick



University Career Services is Here to Help!

Utilize our resources to prepare for and find an internship/job!

CareerKnight

Sign in to apply for internships/jobs, upload your resume, register for events/workshops, practice interviewing, and schedule appointments.

Career and Internship Guide

Reference for resumes, interviewing, networking, and more.

Individual Career Advising Appointments

30-minutes to discuss anything career-related.

Drop-in Resume Critique Hours

Drop-in for a 15 minute timeslot to get your resume critiqued.

Student-Alumni Career Connections

Connect with Rutgers alumni online through CareerKnight.

Events/Workshops

Attend these to help you plan, prepare, and network your way into a career.

On-Campus Interviewing

Interview on campus with employers from a range of industries.

Online Resources

We provide various online resources you can access through CareerKnight.

- **CareerShift:** job hunting and career management tool
- **Mock Interviews:** interview tips and practice
- **Going Global:** in-depth profiles of 80 locations and 49 U.S. cities
- **Vault:** research industries and major companies

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Seek and You Will Find... Internet Searching/Research

Use University Career Services career tools: CareerKnight and CareerShift

- **Employer Websites:** Research and identify at least 20 employers for whom you would like to work (Visit the "About" and "Careers" section of their websites.)
- **Advertised Postings:** Review employment sections of websites, newspapers, job boards, and social networks
- **Riley Guide** (www.rileyguide.com): Search for specific industry sites
- **O*net** (<http://www.onetonline.org>): Use this tool for career exploration and job analysis
- **Yellow Pages** (<http://www.yellowpages.com>): Find local companies and organizations
- **Workforce New Jersey** (<http://lwd.dol.state.nj.us/>): Review career-related resources and services for NJ residents

Tips for Starting Your Search

Be Confident

Have Clear Career Objectives

Research Industries and Companies

Reflect on Past Experiences

Customize Your Resume and Cover Letter

Network With Professionals in Your Desired Career Field

Follow the Employer Directions

Be Active, Realistic, and Direct

Practice Interviewing

Track Your Progress

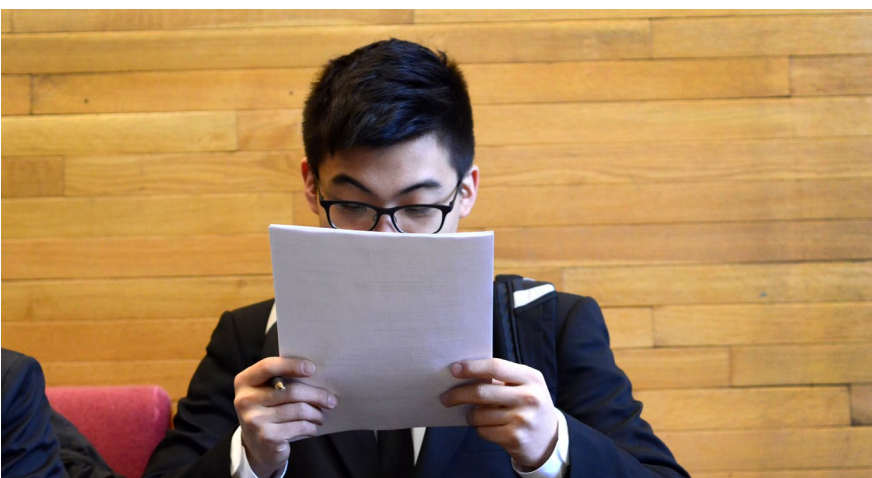
Use Multiple Strategies and Tools

Don't Forget to Network!

- Networking is the number one way that job seekers enter their desired career fields. Be sure to build and maintain contacts with friends, family, professors, employers, and peers.
- Utilize social networking, especially LinkedIn.

Placement/Staffing Agencies, Third-Party Recruiters, and Headhunters

There are companies and people that specialize in helping people find jobs. Some of them even focus on working with college students and recent college graduates. However, while most organizations receive their fees from employers (and not you, the job seeker), some will seek money from you. Therefore, use caution, be careful, and make sure you know who's paying the bill.



CareerKnight

Your Key to Career Success

CareerKnight is your online career management system, developed specifically for Rutgers students and alumni. Through CareerKnight you can navigate every step of your career development plan with an abundance of resources:

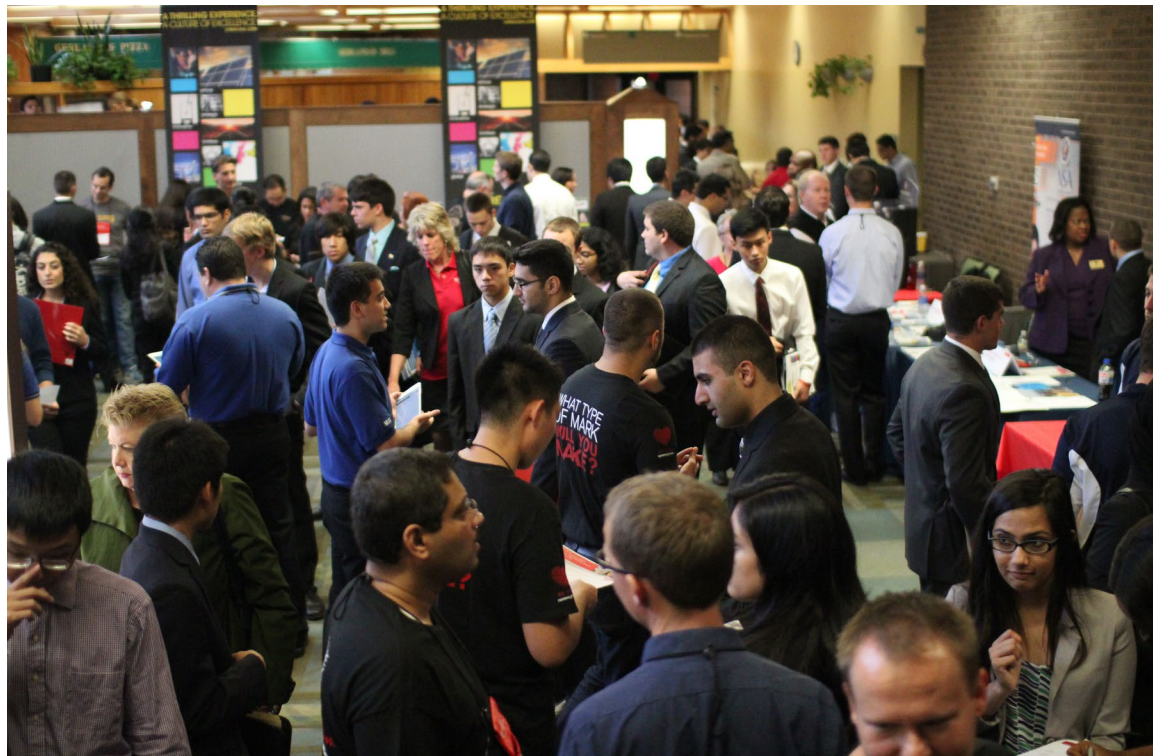
- Schedule career advising appointments
- Register for upcoming workshops and events
- Develop resumes and cover letters
- View and apply for internship and job listings
- Participate in the On-Campus Interviewing Program
- Practice interviewing through "Mock Interviews"
- Learn about the latest career and internship fairs

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Offices

**University Career Services
at Gateway Transit Village**
106 Somerset Street, 4th FL
New Brunswick, NJ 08901
848-932-7997
732-247-0858 (Fax)

**University Career Services
at Busch Student Center**
604 Bartholomew Road
Piscataway, NJ 08854
848-445-6127
732-445-6150 (Fax)



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