

Career Pathways: Finding a Job / Internships

Print Resources

Print resources often provide greater depth of information, multiple examples, and additional sources to consult. You can find more print sources using the Libraries Catalog (<http://www1.lib.purdue.edu>).

Search Tips

- The catalog offers two different search methods – basic and assisted
- Use the Assisted search option for more precise searching
- Include search terms such as *job hunting* or *internship programs*
- Use the Limit Results option to filter for library location, language, or date
- Scan the list of subject headings or descriptors in individual records to find alternate search terms

025.06331702
W833q
2004
HSSE

Best Career and Education Web Sites: A Quick Guide to Online Job Search

Lists and reviews 340 carefully selected web sites that help you explore career alternatives; find thousands of job openings; post an online resume; research potential employers; and much more.

331.702350973
L621b
2007
UGRL
(Reference)

Best Entry-Level Jobs

Profiles more than 100 for-profit and nonprofit companies providing crucial information and statistics about entry-level jobs at each organization, including starting salaries, number of entry-level positions, and average hours worked per week. Surveys of hundreds of young professionals reveal: hiring procedures, day-to-day life, money and perks, benefits, and chances for promotion.

650.14
H1145b
2004
MEL

The Big Guide to Living and Working Overseas

A comprehensive guide to international careers for university students and young professionals. Provides advice on gaining experience through study and internships, succeeding and adapting to overseas living, career planning, job searching, international resumes, international interviews, specific professions abroad, and over 3,000 carefully researched organizations offering professional jobs and international career resources. (Includes CD-ROM)

331.124135173
D188b
2005
UGRL
(Reference)

The Book of U.S. Government Jobs: Where They Are, What's Available, and How to Get One

Explains how the federal hiring process works. Answers questions about civil service exams and federal pay schedules to employment opportunities. Discusses employment opportunities for people with disabilities.

650.14
C66b
2001
UGRL

Break the Rules: The Secret Code to Finding a Great Job Fast

An innovative system for job hunting that introduces unique methods of getting noticed and getting hired. Addresses techniques such as avoiding human resources departments and trying for an interview with the person doing the hiring, waiting until after the first meeting to send a resume, applying for jobs you want even if you do not meet the qualifications spelled out in an ad, and more.

Location Codes

BCC
Black Cultural Center Library
(BCC)

ENGR
Siegesmund Engineering
Library (POTR)

HSSE
Humanities, Social Science
and Education Library
(STEW)

MEL
Management and Economics
Library (KRAN)

PHAR
Pharmacy, Nursing, and
Health Sciences Library
(RHPH)

UGRL
Hicks Undergraduate Library
(HIKS)

650.14
K575d
2005
UGRL

Delaying the Real World

[Internships] Creative ideas and practical information for work that will help broaden your life experiences before settling into a career. Clearly defined chapters, each of which looks at a different set of adventure opportunities, offer many first person accounts and resources – such as web sites, books, and organizations – that will help fund your travels, plan itineraries, and track down the adventure that best fits your personality. More information at:

<http://www.delayingtherealworld.com>

378.302573
D628
UGRL
(Reference)

Directory of Financial Aids for Women

[Internships] Includes a section on internships describing 78 work experience programs available to women undergraduate, graduate students, and recent graduates. Only salaried positions are covered.

370.25
D6284
HSSE
(Reference)

Directory of International Internships

[Internships] A reference guide of internship programs offered by: 1) educational institutions; and 2) government agencies, private organizations, and corporations. Each entry includes the sponsor's name and contact information plus a short description of the internship and its objectives. Other information includes the type of program, the number of interns, location and duration of the internship, eligibility requirements, and application deadlines. Indexes on specific topics in geographical areas provide easy access.

331.128
D628
2002
UGRL
(Reference)

The Directory of Jobs and Careers Abroad

Presents information about overseas employment to potential job seekers. Contains a preliminary section of general information about job searches abroad, followed by sections organized by career and geographic location.

650.14
F8315d
2001
ENGR

Don't Send a Resume: And Other Contrarian Rules to Help Land a Great Job

A concise, easy-to-read guide to marketing and selling yourself by following surprising and daring new rules to get noticed by employers. A sampling of chapter titles include: Draw a Forty-mile Circle; Be a Fish out of Water; Don't Order Linguini with Marinara Sauce; Look Like a Ballplayer; Keep a Daily Job-hunting To-do List; Don't Ask for Directions; and more.

378.302573
F4905
BCC, UGRL
(Reference)

Financial Aid for African Americans

[Internships] Includes a section on internships describing 204 work experience programs open to undergraduate, graduate, or postgraduate African Americans. Only salaried positions are covered.

378.3402573
F49
UGRL
(Reference)

Financial Aid for Hispanic Americans

[Internships] Includes a section on internships describing 209 work experience programs open to undergraduate, graduate, or postgraduate Hispanic Americans. Only salaried positions are covered.

378.302573
F4907
UGRL
(Reference)

Financial Aid for Native Americans

[Internships] Includes a section on internships describing 198 work experience programs open to undergraduate, graduate, or postgraduate Native Americans. Only salaried positions are covered.

650.14
L5785g
2005
UGRL

Guerrilla Marketing for Job Hunters: 400 Unconventional Tips, Tricks, and Tactics for Landing Your Dream Job

Covers the basics of a winning campaign: how to brand yourself, increase your value, and build a rewarding career. Learn how to deal with all the problems related to job hunting such as conquering job boards, ferreting out jobs ahead of everyone else, delivering your resume to the right person, securing interviews, making a lasting impression, and more. Includes real-life stories from successful job hunters and expert tips from prominent headhunters.

650.14
As35h
2004
PHAR
(Ask at Desk)

How to Get Any Job with Any Major: Career Launch & Re-Launch for Everyone under 30, or, How to Avoid Living in Your Parent's Basement

Believing that success comes from an alignment of passion with preparation, the author provides step-by-step guidance (along with exercises) to help discover your passion while gaining the necessary preparation to achieve success. Covers topics such as career choice, networking, internships, summer jobs, job search strategies, interviews, and more.

331.12802573
J575
UGRL
(Reference)

Job Hunter's Sourcebook

A comprehensive guide to sources of information on employment leads and other job search resources. Part One identifies information sources (such as help-wanted ads, placement services, employment agencies, tradeshow, etc.) on employment opportunities for over 200 specific types of jobs. Part Two identifies sources of essential job-hunting information featuring topics such as interviewing skills, employment issues for disabled workers, working at home, and more.

650.140870973
R953j
2000
UGRL

Job Search Handbook for People with Disabilities

"The goal of this book is to prepare you to best represent yourself to potential employers, and to reassure them that you are a capable worker." Helps you identify your strengths and abilities, explore career options, locate job openings, inform a potential employer about your disability, write resumes and cover letters, understand employment laws including reasonable accommodations, and more.

790.02373
R733m
2006
HSSE

Mastering the Job Search Process in Recreation and Leisure Services

Simplifies the process of securing a job or internship in recreation and leisure services by explaining every step from both an employer's and applicant's point of view. Covers career exploration, researching an organization, portfolios, cover letters, resumes, interviewing, internships, evaluating job offers, transitioning from college to career, and appendices offer additional resources. Each chapter provides worksheets, checklists, and case studies to make the information more personal.

650.14
SL28s
2004
UGRL

Search: Winning Strategies to Get Your Next Job in the Nonprofit World

Offers advice for putting together a quick, step-by-step plan to guide your search and creating a network of people who will help you find openings that don't get advertised. Contains a chapter on "Finding Openings" which includes a list of web sites that specialize in openings in the nonprofit world. Also includes resume and interview advice.

331.34
D628
URGL
(Reference)

Summer Jobs Worldwide

Covers over 50,000 vacancies. The bulk of the individual opportunities are in the UK and western Europe, though the rest of the world is also covered. Job descriptions prepared by employers include details on length of employment, requirements, accommodation, and application process. Country chapters provide information on employment prospects and regulations on visas, work permits, etc.

331.2592
V466
2007
UGRL
(Reference)

Vault Guide to Top Internships

[Internships] A directory of more than 750 internship opportunities. Each entry includes: The Buzz (quick impressions of the company); The Stats (locations, number of interns hired, compensation); The Scoop (important background information about the organization); On the Job (type of work interns do); Getting Hired (contact information, application deadlines, and qualifications).

658.3008
V466
UGRL
(Reference)

Vault/Inroads Guide to Corporate Diversity Programs

An annual guide of over 180 companies and organizations which have shared their diversity efforts and programs via a self-reported survey. Diversity for this guide is defined as male and female minorities (ethnic background other than White/Caucasian) and white women, but does not include gay and lesbian employees. Each profile includes sections on: Firm Contact Info; Recruiting; Internships and Co-ops; Scholarships; Affinity Groups; Entry-Level Programs/Full-Time Opportunities/Training Programs; Strategic Plan and Diversity Leadership; Stats; Retention and Professional Development; Diversity Mission Statement; and Additional Information.

Various
MEL
(Reserves)

WetFeet Insider Guides

Provides career guidance in all areas from choosing a career path to landing the job. A sampling of titles in this series that focus on finding a job or internship include:

- Getting Your Ideal Internship* (331.25922 As71g 2006)
- The International MBA Student's Guide to the U.S. Job Search* (650.14 In8 2007)
- Job Hunting A to Z: Landing the Job You Want* (650.14 J5747 2004)
- Job Hunting in New York City* (650.1409747 J575 2007)
- Job Hunting in San Francisco* (650.140979461 J575 2007)

331.12405
W8929
UGRL
(Reference)

Work Your Way around the World

An authoritative guide for the working traveler. Provides information on preparation, legal documents required, getting a job before you go or on arrival, and the rewards or risks of working abroad. Contains firsthand accounts from work-as-you-go travelers with tips and advice to succeed. Gives detailed country-by-country overviews covering the best spots for job hunting, employment agencies, working conditions, accommodations, and more.

Online Academic Resources

Using an online academic resource or database is a fast, convenient method for finding job and internship information from about the 1980's to the present day. Please ask at the Reference & Information Desk if you need assistance finding additional sources.

Search Tips

- Most databases offer two different search methods – basic and advanced (also labeled as Guided, Advanced, Customized, etc.)
- Use the Advanced search option for more precise searching
- Include search terms such as *job hunting* or *internship programs*
- Scan the list of subject headings or descriptors in individual records to find alternate search terms
- **All resources listed are available from the Libraries' homepage (<http://www.lib.purdue.edu>) under the Databases tab**

ABI Inform Global

<http://purl.lib.purdue.edu/db/db157>

Articles from various business publications providing advice, strategies, and first-hand accounts of job/internship opportunities.

Search options:

- Focus search by selecting a Suggested Topic above the results list
- Choosing a Suggested Topic search will offer options above the new results list to narrow your results

Business Source Premier

<http://purl.lib.purdue.edu/db/db141>

Articles from premier business publications. Not intended for job/internship opportunities, but offers advice and strategies for locating and pursuing opportunities.

Search options:

- Enter search terms; then narrow results from the choices offered in the left side frame
- To limit by date and other criteria, select Advanced Search tab and enter search terms

Recommended Web Sites

These free, independent web sites represent a sampling of job hunting information available on the World Wide Web and are selected for their quality content and stability. Content quality and availability may change without notice.

Career and Internship Search <http://www.princetonreview.com/cte/search/careerSearch.asp>

The Princeton Review offers profiles of careers, internship opportunities, and much more. Search careers and/or internships (note limit options below search box) or browse the alphabetical listing. Each career profile begins with a "Day in the Life" of the selected career. Navigate through the profile by choosing one of the links on the left to find more about Quality of Life, Past & Future, Facts & Figures, Majors, and Internships. If viewing a profile, return to the main page by selecting the "Career Search" link on the left.

CareerOneStop <http://www.careeronestop.org/JobSearch/JobSearch.aspx>

A U.S. Department of Labor-sponsored web site that offers career resources and workforce information. The Job Search section provides resources for finding jobs in addition to helpful job hunting advice.

Center for Career Opportunities <https://www.cco.purdue.edu>

The Center for Career Opportunities engages Purdue University students and alumni in exploring career options and developing effective job search skills. The CCO facilitates activities that connect students and alumni with employers and develops partnerships with Purdue colleges, schools and other stakeholders to deliver career services.

Campus Recruiting & Job Search Manual

<https://www.cco.purdue.edu/common/CCOJobSearchManual.pdf>

A concise guide to the job search process provided by the Center for Career Opportunities at Purdue. See pages 12-22 for job search strategies.

Internships <https://www.cco.purdue.edu/Student/Internships.shtml>

An excellent resource for finding internships in the job sector of your interest. Offers a section targeting opportunities in the State of Indiana and one for government internships. A section of Other Internships leads to numerous web sites offering information about internship opportunities.

Job Search on the Web <https://www.cco.purdue.edu/asp/JobWeb/view.asp?CCOGroup=Student>

A large collection of links to help find additional sources of information and leads for job seekers. Choose a section from the list at the right to begin your search.

Indiana INTERNnet <http://www.indianaintern.net>

A free service designed to help students find internship opportunities in Indiana, the Indiana INTERNnet web site allows students to search for internship opportunities in a variety of fields and industries throughout the state. Allows you to post your resume for employers to view. Offers a listing of career fairs in the Events section.

Job-Hunt.org <http://www.job-hunt.org/interns.shtml>

A listing of web sites which specialize in entry level jobs, internships for college and graduate school students, and/or summer/seasonal jobs for students.

JobHuntersBible.com <http://www.jobhuntersbible.com/index.php>

Designed as a supplement to the book, *What Color Is Your Parachute? A Practical Manual for Job-Hunters and Career-Changers* (MEL 331.128 B638w). Offers lists of web sites covering everything from the job search process to employment opportunities. Navigate the site by selecting a category from the left side of the screen which will expand for a listing of sub-topics as you place your cursor over the category.

JobWeb – Internships, Co-ops, Etc. <http://www.jobweb.com/students.aspx?folderid=86>

Designed by the National Association of Colleges and Employers, JobWeb provides links to career- and job-related web sites that career services professionals have found helpful in working with college students and alumni. For more job hunting topics, select the Students link in the blue bar at the top.

The Riley Guide <http://www.rileyguide.com/>

The Riley Guide has been a highly recognized source for career advice. Covers every aspect from how to job search to salary guides, and provides annotated listings of relevant web sites.

Students.gov <http://www.students.gov>

Through a cooperative effort between federal agencies, students, and other parts of the higher education community, *students.gov* provides answers to questions on education, career, government, and more. Career Development contains numerous links to sites that offer internships, student jobs and career opportunities in the federal government.

For information about specific companies, refer to the Company Information handout:
<http://www.lib.purdue.edu/ugrl/inst/company.pdf>