

MAKE YOUR CAREER EPIC!

Explore career paths and learn about yourself.

Prepare to market yourself in your field.

Implement your plan through internships, volunteer work, and other field experiences.

Career Launch!

JOB SEARCH RESOURCES



**BUSINESS AND ACCOUNTING
CAREER COMMUNITY**



Your Community

Are you collaborative, enterprising, or entrepreneurial? Do you enjoy working with numbers and statistics? Does it sound like fun to analyze financial investments or stock market trends? Would you like to manage employees, athletes, projects, or processes? Could you see yourself working in a bank, corporation, nonprofit, or owning your own business? Do you enjoy working in teams to finish a project? Do you want to use your communication, teamwork, and data analysis skills?

Related career paths include: Accounting, Investment & Commercial Banking, Business Management / Nonprofit Management, Data Analytics, Entrepreneurship, Investment Management, Human Resources / People Operations / Talent, Insurance / Risk Management / Compliance, Sports Management

To join a Career Community, visit <https://career.mercy.edu/channels/career-communities/>, select a career community page and click Join This Career Community.



Mercy College's online job resource site is a powerful tool you can use to discover full-time and part-time jobs and internships.

- **To get started log in here:** [Handshake](#)

Your username is your Mercy email address, and your password is your Mercy Connect password.

- Search for internships and jobs in Handshake. Check out this quick video for tips: <https://career.mercy.edu/resources/how-to-apply-for-internships-jobs/>

- **Apply from your Phone!** Download “Handshake Jobs & Careers”

[iTunes App Store](#)

[Google Play Store](#)



Leverage the world's largest professional network to build relationships and connect to opportunities. LinkedIn is for anybody and everybody who is interesting in new opportunities to grow their careers and to connect with other professionals.

- [LinkedIn Job Search](#)
Harness the power of your network to uncover insights, such as who you know at a company, providing you an edge in your job search.
- [LinkedIn Salary](#)
Discover your earning potential with LinkedIn Salary. Explore salaries by job title and location. See how years of experience, industry, location and more can influence your salary.

Getting Started

- [LinkedIn 101: Why Use LinkedIn?](#)
- [Signing Up](#)
- [Choose a Professional Photo](#)
- [Write a Good Profile Summary](#)
- [Improve and Tweak Your Profile.](#)
- [Request LinkedIn Recommendations](#)
- [Use LinkedIn Endorsements](#)
- [Include Your LinkedIn Profile Address on Your Resume](#)

Join Relevant Groups

Groups are a great way to expand your network even further. Join Mercy Alumni groups such as "Mercy College Alumni." Next, try seeking out a group related to your chosen industry. Joining relevant groups and Associations will allow you to view and participate in discussions with industry professionals and connect with members of that group.

We have plenty of next-level ideas for how to take advantage of LinkedIn in your job or internship search, as well. Once you get some of these steps taken care of, feel free to [make an appointment](#) for additional guidance.



Search Engines

Develop your search strategy. Sell the best version of yourself. Think yourself as a unique product, then use your academic and work experience to implement and develop your unique search strategy. Stay on track, establish weekly goals for your job search activity, be organized and keep a record of contacts and follow-up dates.

[Bureau of Labor Statistics Occupational Outlook Handbook](#)

[Glassdoor](#)

[Idealist](#)

[The Muse](#)

[Zip Recruiter](#)

[Accounting.com](#)

[eFinancial Careers](#)

[Monster](#)

[Career Builder](#)

[Indeed](#)

[LinkedIn](#)

[LinkedIn Student Jobs](#)

[Simply Hired](#)

[JuJu](#)

[Start Up Hire](#)



Staffing Agencies

[Access Staffing](#)

[Adecco](#)

[Aerotek](#)

[Core Staffing Services, INC](#)

[Green Key Resources](#)

[HR Staffing Solutions](#)

[Robert Half](#)

[Tekoverly](#)

[The Bachrach Group](#)

[The ESSEX Companies](#)

[THRIVAS \(Temp Agency\)](#)

[WinterWyman](#)



Networking

Look to your networks of friends, family, classmates, and previous job supervisors in your area of interest to see if they can recommend job openings or are available to discuss their career path with you. It is never too early to start networking. Here are a few suggestions to utilize your network:

- **Ask someone you know for an informational interview.**
An informational interview is an informal conversation with someone working in an area that interests you who will give you information and advice. It is an effective research tool in addition to reading books, exploring the Internet and examining job descriptions. It is not a job interview, and the objective is **not** to find job openings. You may feel awkward making arrangements to talk with people you do not know about their work. However, most people actually enjoy taking a few moments out of their day to reflect on their professional life and to give advice to someone with an interest in their field.
- **Ask if you can shadow someone for a few hours one day.**
- **Attend a networking event sponsored by Mercy College or a professional association.**
- **Join a student organization.**
- **Use your social networks to network with professionals online.** Connect with alumni, peers, faculty, mentors.
- **If you work or have worked for a company, talk to your supervisor to see if they offer any other opportunities that interest you, or if they know of any in their industry.**



Professional Associations

[American Association of Finance and Accounting](#)
[American Institute of CPAs](#)
[American Finance Association](#)
[American Purchasing Society](#)
[Association for Financial Professionals](#)
[Association of Management Consulting Firms](#)
[Certified Financial Planners Board of Standards](#)
[Financial Industry Regulatory Authority](#)
[Financial Management Association](#)
[Institute of Management Consultants USA](#)
[Insurance Information Institute](#)

[Investment Management Consultants Association](#)
[National Association of Personal Financial Advisors](#)
[National Retail Federation](#)
[Professional Consultants Association](#)
[Retail Industry Leaders Association](#)
[Securities Industry and Financial Markets Association](#)
[Society for Human Resource Management](#)
[The Sales Management Association](#)
[The Society of Professional Consultants](#)



Student Organizations

- **Accounting Society**
The purpose of this club is to expose students to the Accounting profession, and provide them with the tools necessary for the "real world". For more information about the club contact peaceloveacct@gmail.com

- **Finance Club**
The purpose of this organization is to connect industry professionals with students. The world of business is very competitive which is why networking is essential for success. The mission of this club is to make connection between the students and industry professionals in order to create potential mentors for their member's. For more information, click [here](#).

- **Mercy Social Ambassadors**
The purpose of this organization is f to work in conjunction with all of the clubs on campus to create a student controlled social atmosphere. For more information, click [here](#).

- **Student Government Association**
The Mercy College Student Government Association (SGA) is responsible for engaging students in the promotion of an active, well-rounded student life within our diverse college. For more information, click [here](#).

- For more Mercy College Organizations, click [here](#).



Networking By Year

(www.Affordablecollegesonline.org/college-resource-center/college-networking/)

Networking begins the moment a student walks onto the campus. From greeting that new roommate to saying hello to your PACT Mentor, each new interaction offers an abundance of possibilities. Here's what you can do to cultivate that long list of contacts, starting with the first day.

FIRST YEAR

This is when building contacts begins, and there it's never too early to start. Some of the most influential people met this year will be integral to the college experience for the next four years, as they will watch you grow and change over that time. Here's how to start cultivating those connections.

- Set networking goals for each semester**
Having a clear goal in mind can make a long road seem much more manageable. Choose personal goals for networking that go all the way up to the senior year and possibly beyond. This might be as simple as how many people you will meet each year or what clubs you will join.
- Work on your people skills**
Striking up a conversation with a stranger doesn't come naturally to everyone. This year, make a point of stepping out of the comfort zone and becoming more extroverted. Rehearse how you will say hello and have a few talking points in mind.
- Be curious**
Everyone has an interesting story to tell. Ask about their ambitions, their family, where they come from and where they are going. View networking as a powerful tool for a future career – but also as a way to make friends with some of those contacts.

SECOND YEAR

The awkward first year is over and now you have settled into a routine. You are also more prepared to consider what you might want to do in the future, which means networking becomes much more targeted. Here are networking plans to make for the second year.

- Get out there**
Getting face time with your network is extremely important. Not only is it much easier to remember someone who has actually smiled at you and shaken your hand, it forms a more intimate connection that could be quite important one day.
- Become more active in clubs**
Now is the time to start showing up more often at club meetings, choosing clubs that are more closely related to a particular major, or joining groups that will offer a boost to future goals, such as a group for young professionals on campus.
- Look for internships**
Working for a company that fits the ultimate career goal is something to strive for right now, as it will provide ample opportunity to network with those in the business. Student placement services can be a huge help with this step.

Consider informational interviews

Also known as an informational conversation, these are meetings with potential employers, mentors or other professionals who can provide a wealth of information on their professional life. Conducting information interviews allows a student to learn more about the field they want to pursue while networking.

JUNIOR YEAR

Now that the major is chosen, it's time to add more network contacts that pertain to your future goals. Professors, advisors, mentors and internships are all going to take center stage this year. Here's how to move forward.

Develop a strong resume

Though networking might be the best way to land a great job, the resume matters, too. Take the time this year to work with the student placement office in creating a resume that will properly reflect your strengths.

Take your search online

Don't forget that networking can happen online, too. Now is a great time to create that LinkedIn profile, cultivate a twitter and Facebook presence, and otherwise use social media to build a good reputation.

Step up the informational interviewing

Target those companies and businesses that matter most to the job search and interview a variety of individuals at several levels. Ask intelligent questions and be sure to keep in touch afterward with a thank-you note.

SENIOR YEAR

Now is the time to put the networking from the past three years to good use. This year students will start seriously looking for a job within their chosen profession, and all of those contacts can come into play to help make that happen. Here's how to move forward.

Touch base with all your contacts

At this point it's time to get in touch with everyone you have networked with over the last several years. From a simple hello via email to a "can we meet for lunch" catch-up request, you should be quite busy with reaching out.

Get matched with a mentor

If you're lucky, you have already found someone who truly wants to help you. If not, speak to your student services department about mentor-matching services they might offer.

Narrow down your employment options

Start looking seriously at the companies you want to work for and make a point of getting in touch with your contacts there. Make your desire to work there very clear.

Join professional organizations

Get involved with organizations that represent your chosen profession, including national associations and local branches. If they have networking opportunities, make a point of engaging in those.