



MERCY UNIVERSITY
Career and Professional
Development

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? Then the Business & Accounting career community is for you!

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

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 interested in new opportunities to grow their career and to connect with professionals.

[LinkedIn Job Search](#)

Harness the power of your network to uncover insights, such as who you know at a company, to give you an edge in your job search.

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 URL 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. 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. Share the best version of yourself. 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](#)
[Careerbliss](#)
[CareerRookie](#)
[collegerecruiter.com](#)
[Glassdoor](#)
[Idealist](#)
[The Muse](#)
[Zip Recruiter](#)
[Accounting.com](#)

[eFinancial Careers](#)
[Indeed](#)
[LinkedIn](#)
[LinkedIn Student Jobs](#)
[Simply Hired](#)
[Monster](#)
[O*Net On Line](#)
[Out & Equal](#) (for LGBTQ+ job seekers)
[The Muse](#)
[Wayup.com](#)



Staffing Agencies

[Phaxis Staffing](#)
[Adecco](#)
[Aerotek](#)
[Core Staffing Services, INC](#)
[Green Key Resources](#)
[HR Staffing Solutions](#)
[Robert Half](#)
[The Bachrach Group](#)

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

Marketing
[AdAge](#)
[MarketingHire.com](#)
[Marketingjobs.com](#)



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 online, 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 through Mercy College or a professional association.**
- **Join a student organization.**
- **Meet people to expand your professional network 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](#)
[Certified Financial Planners Board of Standards](#)
[Financial Industry Regulatory Authority](#)
[Financial Management Association](#)
[Institute of Management Consultants USA](#)
[Insurance Information Institute](#)
[Investments & Wealth Institute](#)
[National Association of Personal Financial Advisors](#)

[National Retail Federation](#)
[Retail Industry Leaders Association](#)
[Securities Industry and Financial Markets Association](#)
[Society for Human Resource Management](#)
[The Sales Management Association](#)
[The Society of Professional Consultants](#)
[American Marketing Association New York](#)
[Business Marketing Association New York City](#)
[Association of National Advertisers](#)



Networking By Year

Networking begins the moment a student walks on 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.

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

FRESHMAN YEAR

This is when building contacts begins, and it's never too early to start. Some of the most influential people you meet 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.

SOPHOMORE 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. Seek out your college career team for guidance in how to conduct your unique internship search.

- ☐ **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 your major is likely 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 your career team 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 with your career coach about how to find a mentor.

- ☐ **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.



Vitale Career Hubs in
Westchester
Bronx
Manhattan



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Handshake

<https://mercy.joinhandshake.com/>