Online Resources

- **ClemsonJobLink & NACE**
  ClemsonJobLink is your connection to employers and job opportunities. In your ClemsonJobLink account, you can apply for jobs and sign up for on-campus interviews. At Clemson, we work with nearly 2,000 employers who recruit new college graduates from all industries. We are also part of a consortium of colleges throughout the country who share job listings. Because of these efforts there are a wide variety of part-time, internship and full-time job opportunities in ClemsonJobLink. Another resource within ClemsonJobLink is NACE. It will connect you to over a million internship and job opportunities within and outside of the United States.

- **Career One Stop**
  America's Career InfoNet. Search for employers’ contacts by location, industry, and job types.

- **CareerShift**
  CareerShift offers the most comprehensive online resource, designed to support the # 1 request of job seekers: an easy-to-use web site to conduct and organize their job search.

- **Going Global**
  A web resource designed to help candidates search for, apply and secure internship and employment opportunities in major U.S. cities as well as internationally. Search the database of US employers who have sponsored H1B candidates.

- **Online Internship Books**
  Internship resource books

- **Internship.com**
  Find internships and employment opportunities in the largest internship marketplace. Search paid internships and part time jobs to help start your career.

**Diversity Career Resources**

- General Information
- Minority Interests
- Women’s Interests
- Resources for People with Disabilities
- Gay/Lesbian/Bisexual/Transgender Interests
- Industry-Specific Internship Links
- Books

**Additional Resources:**

- Occupational Outlook Handbook
- O*Net
The job search can feel overwhelming, so it’s helpful to break it into manageable steps. The good news is you don’t have to do every step in order. For example, you can start working on your resume before you identify what you want to do. Just start checking off as many of these activities as you can, and you’ll find yourself on the way to a great opportunity.

Step 1: Know yourself
- I have identified my personal strengths, skills, interests, and values.
- I have made a list of possible job titles/fields of interest.
- I can name two or three careers/jobs I plan to pursue.

Step 2: Know where you want to work
- I have researched organizations or companies that hire someone with my skills, interests, and background.
- I have researched potential career fields: typical entry-level jobs, typical salaries, best geographic location for jobs, etc.
- I have identified the top three geographic areas where I’d like to live and work.
- I have identified at least 10 potential employers for the type of work I’m seeking.
- I have a system for keeping track of my contacts, interviews, and other job-search activities.

Step 3: Get ready for the search
- I have registered with ClemsonJobLink, CareerShift, etc.
- I have created a LinkedIn profile and examined my social networking profiles to ensure proper content.
- I have had my resume(s) and cover letter(s) reviewed by a staff member at the career center.
- I have had my resume(s) and cover letter(s) reviewed by a professional/mentor in my field.
- I have prepared a portfolio or work samples to highlight my experience, skills, and talent. (if appropriate)
- I have developed my “30-second speech” for short encounters with employers.
- I have identified three individuals who will serve as references.
- I have prepared a reference sheet that is available if an employer wants it.
- I have prepared for interviews by practicing my responses to typical questions and/or doing a mock interview.
- I have an interview suit that is appropriate for the field in which I plan to work.
- I have a professional sounding answering machine/voice mail message in case an employer calls.
- I have a neutral/professional e-mail address to give to employers.
- I have developed a list of potential networking contacts and keep in touch with them.
- I have conducted informational interviews with professionals, mentors, or contacts in my field to learn about their positions, experience in the field, and their internship/job search process.

Step 4: Start searching
- I have uploaded my resume(s) to ClemsonJobLink or other appropriate websites for my field.
- I regularly check websites for career opportunities knowing new opportunities are posted each day.
- I read the appropriate job-search resources for my field(s) of interest.
- I follow up on every interesting job lead immediately knowing that just because a deadline is posted, doesn’t mean a company has to keep the position posted until that date.
- I keep a copy of my resume next to my phone in case I receive a call from an employer.
- I keep important information about a company with me in case I receive a call from an employer.
I track the timelines each company gives me to ensure I am not aggressive in following up about the status of my application.
I send thank you letters or e-mails to every person who interviews me.
I have written acceptance or declining letters to all job offers to maintain a good reputation in my field.