

INTERNSHIP/JOB SEARCH RESOURCES

APPOINTMENTS

A one-on-one appointment with an advisor can help you develop an internship/job search plan that's suited to your career goals. Visit [Owl-Careers](#) to make an appointment and utilize the following online resources to excel in your internship/job search.

NETWORKING

Most professional opportunities are secured through some form of networking. The tools below will help you understand how best to network and build a list of key contacts.

- [Business Correspondence Guide](#): Wondering how you should network and what you should say? Check out this resource for a step-by-step guide on why networking is beneficial, how to make the most of it, and ways to follow-up and continue the conversation.
- [Target List Excel Sheet](#): Remembering all of the people you networked with and all of the internships/jobs you applied to can be daunting. Use resources to help organize it all.
- [Jones Alumni Database](#): Jones School Alumni are a powerful network you can access to help with your information gathering. They are usually happy to have a conversation with current students.
- [Detailed Student Employment Reports](#): Learn where each Rice Business student secured an internship or job over the last 4 years. This resource is a great way to start building your networking list.
- [Sally Portal](#): Explore a new alumni database dedicated to the large Rice community. This is a great tool if you're looking to network beyond the Jones School.
- [LinkedIn Alumni Tool](#): Find Jones School alumni based on where they're located, what industry they're in, and/or what company they work for.
- [Houston Professional Associations](#): Join the local chapter of a professional association that's related to your industry as many have a reduced membership fee for students and offer networking opportunities.

ONLINE POSTINGS

While networking is the most effective way to secure a professional opportunity, applying to online postings is a key part of the internship/job search process. When you apply online, consider leveraging your network by connecting with a known contact or alumni within the company.

- [OWL-Careers](#): Visit this platform dedication solely to Rice MBA students to find info sessions, workshops, on-campus recruiting positions, and internship/job postings.
- [MBA Exchange](#): This global job board is dedicated to business school students with opportunities posted directly by companies.
- [Relish MBA](#): This online employment tool matches MBA talent with industry types, company capabilities, and search over 8,000 MBA jobs. It even allows you to message recruiters and begin building relationships with your top companies.
- [Vault Career Intelligence](#): Gain access to company profiles and detailed information on nearly 5,000 companies in more than 120 industries.