



JOB SEARCH RESOURCES



ADVISING

A one-on-one appointment with an advisor can help you develop a 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

LINK: [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

LINK: [Sample Target List](#)

Remembering all of the people you networked with and all of the jobs you applied to can be daunting. Use resources to help organize it all.

Connect With Alumni

LINKS: [JGSB Alumni Database](#) [Sallyportal](#)
[Rice Business LinkedIn](#)

This a powerful network you can access to help with your information gathering. They are usually happy to have a conversation with current students. Sallyportal is dedicated to the larger Rice community. This is a great tool if you're looking to network beyond the Jones School.

Professional Organizations

LINK: [Directory of Houston Professional Organizations](#)

Join a local chapter of an association that's related to your industry. Many have a reduced 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 alum within the company.

OWL-Careers

LINK: [OWL-Careers](#)

This platform is dedicated solely to Rice MBA students to find info sessions, workshops, on-campus recruiting positions, and job postings.

MBA Exchange

LINK: [MBA Exchange](#)

This global job board is dedicated to business school students with opportunities posted directly by companies.

Relish MBA

LINK: [Relish MBA](#)

This online employment tool will match MBA talent with industry types, company capabilities, and recruiter requirements.

Vault

LINK: [Vault](#)

Gain access to company profiles and detailed information on nearly 5,000 companies in various industries, and job postings.

GoinGlobal

LINKS: [Country Guide](#)
[US City Guide](#)

GoinGlobal is the leading provider of both country-specific and USA city-specific career and employment information.