

# The Internship/Job Search Process

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## FIND COMPANIES

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Make a list of your top companies (25-30 minimum) that interest you using the following resources. You will network with alumni/professionals at these top companies and submit applications:

- [Handshake](#)
  - Search employers by keyword, industry, size, location
  - Review Career Fairs and Employer Events – what employers are recruiting CMU students?
  - Review job and internship postings – who is posting often? Apply to positions of interest
  - Follow employers that interest you to stay in the know about their recruitment efforts
  
- [LinkedIn](#)
  - Search “Carnegie Mellon University” page, select the “alumni” button
  - See where alumni are working – search by keyword, degree name, title, company name, location, industry
  - Review alumni profiles for additional direction – where else have they worked?
  
- [CareerShift](#)
  - Find companies, jobs, and contacts by using an advanced keyword and filter search
  - Use operators such as AND, OR, or NOT in between multiple keywords to narrow your search
  
- [D&B Hoovers](#)
  - Enter a company of interest into the search bar, press enter, and scroll down the page to look for a “competitors” button on the left side. Use this list to add to your target list
  - NOTE: not all companies will have competitors listed
  
- [GoinGlobal](#)
  - Log into the platform and click on the H-1B Plus tab to search for companies and view their H-1B visa application records from 2009 to date
  - View country guides, global city guides and job listings to find opportunities abroad
  
- [Nexis Dossier](#)
  - Search for foreign firms operating in the US and vice-versa
  - View business profiles and contacts

## FIND INTERNSHIPS/JOB AND SUBMIT APPLICATIONS

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In addition to focusing application efforts on your top companies, you should utilize job search sites to find active postings from various employers. After identifying roles of interest through job boards like the ones below, apply on Handshake or directly through companies’ websites.

- [CareerShift](#)
  - Search for roles across the internet based on multiple keywords (using operators mentioned above), geographic area, company, and/or advanced filters
  
- [GoinGlobal](#)
  - Use the job and internship search databases to find roles based on city and/or country
  
- [LinkedIn Jobs](#)
  - Look for jobs and internships by company, experience level, and other filters
  - Add a job alert based on your desired criteria to receive emails with new postings
  
- [College Grad](#)
  - Browse entry-level and internship roles by title, industry, and location

## DEVELOP YOUR NETWORK

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Reach out and speak to professionals and alumni in your field of interest to build professional relationships that you may leverage in addition to your submitted applications.

- Handshake**
  - Review employer profiles to connect with students who have worked there
  - Participate in Q&A with company representatives through employer profiles
  
- LinkedIn**
  - Before networking on LinkedIn, update your profile by using the Profile Checklist for College of Engineering Grad Students
  - Search for CMU alumni by location, company, occupation title, degree, and more
  
- CareerShift**
  - Find contacts from companies of interest, reach out to contacts via email or through LinkedIn
  
- CMU Alumni Community**
  - Build your network by connecting with CMU alumni, staff, and faculty
  - Share your perspective inside public forums and private collaboration groups
  
- Personal Connections**
  - Reach out to professors, classmates, student organizations, alumni, family, and friends
  - Ask your current connections to connect you with other professionals in your industry
  
- Meet Employers In-Person or Virtually**
  - Review Handshake weekly for employer Info Sessions, Tech Talks, and career fairs to attend throughout the year

## PREPARE FOR INTERVIEWS

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Before any interview, prepare to clearly communicate your skills and experience for the position for which you are being considered:

- [Big Interview](#)**
  - Learn tips for successful interviewing through online training modules and resources
  - Get hands-on practice with mock interviews tailored to your specific industry, job, and experience level
  
- Technical Interviews**
  - [Leetcode](#) – Practice interviewing with over 1400 technical questions offered
  - [HackerRank](#) – Join over 7 million developers, practice coding skills, and prepare for interviews
  
- Case Interviews**
  - [Management Consulting Prep](#) – subscribe to the MConsulting Prep YouTube channel for 40+ videos offering tips for successful case interviewing
  - Consulting Company Websites – best practices and practice tests available to view and/or download
  
- UX Design**
  - [UX Design Hiring Process: What to Expect](#)
  - [Design practice](#) – test your skills by practicing 19 whiteboard and take-home challenges for UX designers
  - [UXBEGINNER.COM](#)
  - [UX Planet](#) – career resources for UX designers