If you’ve picked up this handout, you’re already moving in the right direction towards finding a great internship or landing your first job! Career searches can be tough, especially if you don’t know where to start. The Office of Career Services wants to assist you in starting off on the right foot because substantive work experience allows you to:

- Contribute to the work of an organization and have something impressive to write about on a resume.
- Explore an organization and profession, and get one step closer to answering the BIG question: “What am I going to be when I grow up?”
- Enhance your skills, expand your knowledge, and develop increased confidence that, yes, you can be successful in the world of work.
- Meet and develop relationships with professionals who often become mentors, role models, and friends. This is sometimes called networking — a scary term for an otherwise simple concept.

### General Internship/Career Resources

- **CougarJobs.com**  
  [www.cougarjobs.com](http://www.cougarjobs.com)
- **Indeed**  
  [www.indeed.com](http://www.indeed.com)
- **CareerBuilder**  
  [www.careerbuilder.com](http://www.careerbuilder.com)
- **Monster**  
  [www.monster.com](http://www.monster.com)
- **After College**  
  [www.aftercollege.com](http://www.aftercollege.com)
- **Inside Jobs**  
  [www.insidejobs.com](http://www.insidejobs.com)
- **What Can I Do With This Major?**  
  [www.whatcanidowiththismajor.com/major/majors/](http://www.whatcanidowiththismajor.com/major/majors/)

### Resume Walk-In Hours

*During regular semester; no appointment necessary*

**Mondays and Wednesdays**  
1 – 4 p.m.
Tips for a Successful Search

- **Define your goals.**
  What area would you like to “test-drive” to see if you like it? Develop a list of criteria. Employers want applicants who understand their strengths and have specific goals.

- **Plan to spend time each week on your search.**
  Schedule and organize the time you spend on your search. Stay focused and motivated. It is easier and more effective to do a little each week instead of trying to do everything at once. Be proactive in your search.

- **Research and identify opportunities (also see resource list at the end).**
  There are three ways to find opportunities: A) You can search advertised listings; B) You can be proactive and approach employers that interest you, and C) You can build your network of people who can help you identify unadvertised listings. It’s best to spend time on all three approaches.

- **Prepare and submit application materials.**
  Every employer has specific requirements; following instructions is key. Always send a cover letter with a resume unless it specifies otherwise.

- **Keep records and follow up.**
  Typically, the best time to follow up is a few days to a week after you think they have received your application. If at all possible, do not leave a message. Keep calling at different times until someone picks up.

- **Interview effectively.**
  Career services staff can provide suggestions and strategies to help you interview with confidence and competence.

- **Make the decision that is right for you.**
  There is not one best internship or job opportunity. Career services staff can assist you in weighing all of your options.

Getting Started: Information on Careers in Education

- **Career One Stop**
  www.careeronestop.org

- **Occupational Outlook Handbook**
  www.bls.gov/oco/ocos069.htm

- **O*Net Online**
  www.online.onetcenter.org/link/summary/25-1081.00

- **Quintessential Careers**
  www.quintcareers.com/teaching_jobs.html

Internship/Career Resources

- **South Cook County Regional Office of Education**
  www.s-cook.org

- **West Cook County Regional Office of Education**
  www.west.k12.il.us

- **North Cook County Regional Office of Education**
  www.nccisc.org

- **Will County Regional Office of Education**
  www.will.k12.il.us

- **DuPage County Regional Office of Education**
  www.dupage.k12.il.us

- **Kane County Regional Office of Education**
  www.kane.k12.il.us

- **Grundy-Kendall County Regional Office of Education**
  www.grundy.k12.il.us

- **Lake County Regional Office of Education**
  www.lake.k12.il.us

- **Illinois State Board of Education**
  www.isbe.net

- **Chicago Public Schools**
  www.cps-humanresources.org

- **Archdiocese of Chicago Office of Catholic Schools**
  www.archchicago.org

- **Diocese of Joliet Catholic Schools Office**
  www.dioceseofjoliet.org/cso

- **Teachers-Teachers.com**
  www.teachers-teachers.com

- **Teacher Support Network**
  www.teachersupportnetwork.com

- **iHire Elementary Teachers**
  www.ihireelementaryteachers.com

- **iHire Secondary Teachers**
  www.ihiresecoundaryteachers.com

- **Teacher Jobs**
  www.teacherjobs.com

- **K-12 Jobs**
  www.k12jobs.com

- **Academic 360**
  www.academic360.com/hr

- **U.S. Department of Education**
  www.ed.gov

- **National Association of Independent Schools**
  www.nais.org

- **Bobbie Noonan’s Child Care**
  www.bobbienoonans.com

- **Sandbox Schools**
  www.sandboxschools.com