• Morton Arboretum
  http://www.mortonarb.org
• Museum of Science and Industry
  http://www.msichicago.org/info/HR/employ_opps.html
• National Internships in the Sciences
• Nature Conservancy of Illinois
  http://nature.org/wherewework/northamerica/states/illinois
• Notebart Nature Museum Internships
  http://www.naturemuseum.org/index.php?id=69
• Silliker Laboratory
• Shedd Aquarium
  http://www.shedd aquarium.org/
• The Big Green Internships Book
  http://www.internships-usa.com/
• U.S. Environmental Protection Agency - Region 5
  http://www.epa.gov/reg5oer/jobs.htm
• Wildlife Prairie State Park
  http://www.wildlifeprairiestatepark.com/support-volunteer.cfm
• Society for Industrial Microbiology
  http://www.simhq.org/
• American Academy of Forensic Science
  http://www.aafs.org/current-job-openings

General Internship/Career Resources
• Cougarjobs.com (online resume/job listing database)
  http://www.cougarjobs.com
• Illinois Small College Placement Association
  www.iscpa.org/students/students.htm
• Internship Programs
  www.internshipprograms.com
• Careerbuilder
  www.careerbuilder.com
• Monster
  www.monster.com
• Indeed
  www.indeed.com

Alumni Career Network
With the Alumni Career Network, powered by www.cougarjobs.com, students have easy access to jobs, internships, career resources and alumni contact information. For more information, contact Jean Riordan at (773) 298-3135 or email at riordan@sxu.edu.

Internships and Careers in the Sciences

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. 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.

Complement your Saint Xavier University degree with workplace learning and experience through an internship, and learn the ins and outs of finding a full-time job with Career Services.

Career Services
Saint Xavier University
Modular (behind Pacelli Hall)
3700 W. 103rd Street
Chicago, IL 60655
(773) 298-3131
**Tips for a Successful Search**

- **Define your goals.**
  Where do you want to be? What skills do you want to acquire? What area would you like to "test-drive" to see if you like it? Develop a list of criteria. Saying, "I'll do anything" actually limits your options; employers want applicants who understand their strengths and have specific goals. Additionally, it takes a lot longer to identify opportunities when you don't know what you're looking for!

- **Plan to spend time each week on your search.**
  Many students have said that the job/internship search demands as much time as an extra class. It's easier and more effective to do a little each week than to cram at the end of the quarter. Likewise, if you send five applications in a week but then sit around and wait to see what happens you may lose valuable time and miss other opportunities.

- **Research and identify opportunities (also see resource list at the end).**
  There are two ways to find opportunities: A) You can search advertised listings, and B) You can be proactive and approach employers that interest you. Many opportunities are never advertised; rather than advertise jobs and receive hundreds of resumes, employers hire the students who take the initiative to contact them. It's best to spend time on both approaches described above.

- **Prepare and submit application materials.**
  Every employer has specific requirements; following instructions is key. You may be asked to complete an application form, or submit a resume, a cover letter, a transcript, a list of references, a letter of recommendation, essay answers to specific questions, or samples of your past work. Always send a cover letter, unless it specifies otherwise.

- **Keep records and follow up.**
  Many employers say that students who follow up on an application increase their chances of being interviewed. Employers want to know that you’re interested in them. Call. Find out if they’ve received your materials. State why you’re interested and what you believe you can do for them. Request an interview. It never hurts to ask. 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, don’t leave a message. Keep calling at different times until someone picks up.

- **Interview effectively.**
  Do you know your resume backwards and forwards? Have you practiced – out loud – sharing examples of your experiences? Have you researched the organization? Can you convince someone you’re interested in that organization and prove that you are qualified for the job? 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 isn’t one best internship or job opportunity. To be honest, a lot of the benefits of an internship or job lie not in where you are working but in what you do with your time there. This doesn’t mean you should accept any offer you receive. You’ll want to consider numerous factors, including location, housing options, cost of living, the work environment, your supervisor, your responsibilities, and more. Career services staff can assist you in weighing all of your options.

**Getting Started: Information on Careers in the Sciences**

- **American Chemical Society**
  [www.acs.org](http://www.acs.org)

- **American Institute of Biological Sciences**

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**Science Internship and Career Resources**

- **American Chemical Society**
  [www.acs.org](http://www.acs.org)

- **American Institute of Biological Sciences**

- **American Society for Microbiology**

- **Careers in Science & Engineering**
  [http://www.nap.edu/readingroom/books/careers/contents.html](http://www.nap.edu/readingroom/books/careers/contents.html)

- **Environmental Careers Organization**
  [http://www.eco.org](http://www.eco.org)

- **Human Genome Project Information/ Careers in Genetics and the Biosciences**

- **Science Careers**
  [http://sciencecareers.sciencemag.org](http://sciencecareers.sciencemag.org)

- **The American Physiology Association**
  [http://www.the-aps.org/mm/career](http://www.the-aps.org/mm/career)

- **American Academy of Forensic Science**
  [http://www.aafs.org/choosing-career](http://www.aafs.org/choosing-career)

- **Abbott Laboratories**
  [http://www.abbott.com](http://www.abbott.com)

- **Argonne National Laboratory Internships**
  [http://www.dep.anl.gov/p_undergrad/](http://www.dep.anl.gov/p_undergrad/)

- **American Medical Association in Chicago**

- **Brookfield Zoo**
  [http://www.czs.org/czs/About-CZS/Careers](http://www.czs.org/czs/About-CZS/Careers)

- **Bureau of Alcohol, Tobacco, Firearms and Explosives**
  [http://www.atf.gov/careers](http://www.atf.gov/careers)

- **Chicago Botanic Gardens**

- **Chicago Environmental Network**

- **Eichrom Technologies**
  [http://www.eichrom.com](http://www.eichrom.com)

- **Federal Bureau of Investigation**
  [https://www.fbijobs.gov/23.asp](https://www.fbijobs.gov/23.asp)

- **Field Museum Internships**
  [www.fieldmuseum.org](http://www.fieldmuseum.org)

- **IL Environmental Protection Agency**
  [http://www.epa.state.il.us](http://www.epa.state.il.us)

- **IL Department of Natural Resources Internships**
  [http://www.dnr.illinois.gov/Pages/default.aspx](http://www.dnr.illinois.gov/Pages/default.aspx)

- **IL State Police Forensic Science Unit**
  [http://www.isp.state.il.us/districts/fsclabx.cfm?LabID=1](http://www.isp.state.il.us/districts/fsclabx.cfm?LabID=1)

- **IL Student Environmental Network**

- **Johnson & Johnson**
  [http://www.jnj.com](http://www.jnj.com)

- **Midwest Energy Efficiency Alliance**