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 by providing information on how you may utilize the skills you possess in a variety of positions and fields.

- 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.
- As you explore organizations and professions, and get one step closer to answering the BIG question, “What am I going to be when I grow up?”, some potential occupational categories to consider include writer-fiction, freelance, scientific/technical, travel, screen; reporter, columnist, editorial assistant, desktop publisher, circulation manager, associate editor, proofreader. Locations such as magazines, media, newspapers, publishers or home-based are possible work settings.

• General Internship/Career Resources
  - Cougarjobs.com (online resume/job listing database)
    http://www.cougarjobs.com
  - Internship Programs
    www.internshipprograms.com
  - Careerbuilder
    www.careerbuilder.com
  - Monster
    www.monster.com
  - Indeed
    www.indeed.com
  - Intern Match
    http://www.internmatch.com/internship-categories
  - Inside Jobs (Explore a Variety of Careers)
    http://www.insidejobs.com/
  - What Can I Do With This Major
    sxu.edu/student-life/career/students/career_choice/what_can_i/index.asp
  - After College
    http://www.aftercollege.com/

Resume Walk-In Hours
(during regular semester; no appointment necessary)
Mondays and Wednesdays
1 – 4 p.m.

Connect with us:
www.CougarJobs.com
Facebook: SXU Career Services
Twitter: @SXUCareer
LinkedIn: SXU Career Services

Career Services
Saint Xavier University
Modular Unit behind Pacelli Hall
(773) 298-3131
careerservices@sxu.edu
www.sxu.edu Keyword: Career
**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 listing. 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, don’t 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 isn’t one best internship or job opportunity. Career services staff can assist you in weighing all of your options.

**Getting Started: Information on Careers in Writing, Editing and Publishing**

- **Midwest Publishing Association**

- **Society for Technical Communication**

- **National Association of Science Writers**

- **MPA The Association of Magazine Media**
  [http://www.magazine.org/](http://www.magazine.org/)

- **Association of American Publishers**
  [http://publishers.org](http://publishers.org)

- **PoeWars—Writer's Resource Center**

- **Professional Writers Association**
  [http://www.prowriters.org](http://www.prowriters.org)

- **Writing Career**
  [http://writingcareer.com](http://writingcareer.com)

- **Writers Write**

**Internship and Career Resources**

- **Fairness, Inc.**
  [http://www.fairness.com/internships/editing](http://www.fairness.com/internships/editing)

- **Asian American Chicago Journalists Internship**
  [http://aajachicago.wordpress.com/internshipsprograms/](http://aajachicago.wordpress.com/internshipsprograms/)

- **Chicago Tribune Media Group Careers**
  [http://www.chicagotribune.com/about/tribunecareers/](http://www.chicagotribune.com/about/tribunecareers/)

- **Chicago Women in Publishing**

- **BookJobs**

- **American Society of Newspapers**

- **WGN-TV News**

- **Centerstage Chicago Writing Internships**
  [http://centerstagechicago.com/about/jobs.cfm](http://centerstagechicago.com/about/jobs.cfm)

- **The San Jose Group (Chicago)**
  [www.thesanjosegroup.com/people_careers/new](www.thesanjosegroup.com/people_careers/new)

- **Employment Crossing (Editing)**

- **Freelance Writing Jobs**
  [http://www.freelancewritinggigs.com/](http://www.freelancewritinggigs.com/)

- **Get Editing Jobs**
  [http://geteditingjobs.com](http://geteditingjobs.com)

- **iHire Publishing**
  [http://ihirepublishing.com](http://ihirepublishing.com)

- **In These Times (Publishing and Editorial Internships)**

- **Independent Publishers Group**

- **Cambridge Educational Services**
  [http://www.cambridgeed.com/employment](http://www.cambridgeed.com/employment)

- **Simon & Schuster**

- **mediabistro the pulse of media**

- **826Chicago (Non Profit Tutoring and Writing Center)**
  [www.826chi.org/get_involved/interns/](http://www.826chi.org/get_involved/interns/)