



Your Future Begins Here

Engineering Co-op & Career Services

How to Find an Engineering Job

Full-time, Internship, Co-op

(A supplement to CCS Career Guide)

A successful search often involves more than participating in on-campus recruiting. Here are some tips to help you find an opportunity that matches your interests. Throughout your search process, refer to the *Career Guide* and Engineering Co-op and Career Services web pages for additional resources and advice. A career advisor can also assist you with this process; schedule an appointment at 201 Carpenter Hall.

Assess: Understand Yourself

- Identify your Values, Strengths, & Interests
- Consider your timeline, alternate plans, & budget

Research: Explore Your Options

- Search through the following pages containing useful resources (also can be downloaded from our website under Job Search Resources, How to Find A Job Resource Guide)
- Utilize resources listed in the Engineering Library Job Search Tips and Links: <http://astech.library.cornell.edu/ast/engr/find/Job-Searching-for-Engineers.cfr>
- Network with: employers (information sessions), friends with work experience, faculty, alumni (Cornell Career Contact Network on CornellTrak), former employers, campus & professional organizations, family, everyone you meet!
- Review former Co-op Job Summaries (in 201 Carpenter Hall & at www.engineering.cornell.edu/coop) for ideas
- Check CornellTRAK regularly for 1) On-Campus Recruiting and 2) Jobs & Internships
- Visit one of the largest career libraries in the country at Cornell Career Services: 103 Barnes Hall & the library catalog available at: ccsweb.career.cornell.edu/Library/search.htm
- Look for additional employers: Search the web by industry or geographic location
- View employer web pages to learn more about the organization and the types of positions available



Market: Take Action

- Fine tune your resume, cover letter, phone, networking, & interviewing skills (make an appointment with a Career Advisor)
- Organize your search
 - Categorize: by industry, function, employers with/without advertised positions
 - Compile information/ Track progress
 - Use a spreadsheet
 - Set up a schedule for applying, researching, contacting, following up
- Call employers to inquire about opportunities and express interest; view recruiter's business cards in 201 Carpenter
- Email your resume and cover letter to recruiters
- Be Persistent: Follow-up if you don't hear from an employer by their stated deadline or after two weeks!

Our web page has valuable information regarding networking, job search resources, and more!

Explore Your Options—Websites for Career Exploration

Website	Description
CareerCornerstone.org careercornerstone.org/	Profiles of careers for each engineering major
Career Search http://encompass.library.cornell.edu/scripts/career.html	Search companies by location and industry through Cornell's Engineering Library (scroll down to Career Search)
Diversity/Careers www.diversitycareers.com/	Engineering and information technology
Hoovers.com http://premium.hoovers.com/subscribe/	Search for employers by industry and location to learn specific information on company size, location, products, yearly revenue, and more
Indeed.com www.indeed.com/	Full time and summer jobs; Good way to see what's "real" before starting a job search; "Entry level" or "internship" are good key words to include in a search
Wetfeet.com www.career.cornell.edu/library/wetfeet.html	Information on employers / careers / newsletters / salaries / downloadable guides through CCS website
Women in Science, Technology, Engineering and Mathematics womeninscience.org/resources.htm	WAMC Public Radio Station list of amazing resources to find jobs/internships

Library Resources

Resource	Description
Barnes Hall Career Library (103 Barnes Hall) Visit the Career Library at Cornell Career Services: 103 Barnes Hall, library catalog available at ccsweb.career.cornell.edu/Library/search.htm	* America's Top Computer and Technical Jobs <i>Call Number: S 110</i> * Directory of Foreign Firms Operating in the U.S. <i>Call Number: IN 015</i> * Directory of American Firms Operating in Foreign Countries <i>Call Number: IN 010A</i> * Going Global- Country Career Guide <i>Call Number: IN 080B</i> * Great Jobs for Engineering Majors <i>Call Number: S 060</i> * Opportunities in Biotechnology Careers <i>Call Number: BI 025</i> * Vault Guide to Top Internships <i>Call Number: I 017</i> * WetFeet Insider Guide:Careers in Biotech and Pharmaceuticals <i>Call Number: BI 026</i>
College of Engineering Library (Carpenter Hall) Visit the Engineering Library: Carpenter Hall Main Floor, resources available at: http://astech.library.cornell.edu/ast/engr/find/Job-Searching-for-Engineers.cfm	* ENR Directory of Contractors <i>Call Number: TA12 .E12</i> * Principal International Businesses <i>Call Number: HF 54 .US P95</i> * U.S. Industrial Directory <i>Call Number: T12 .138</i> * Directory of American Research & Technology <i>Call Number: T176 142</i>

Professional Associations

Professional Associations can be a very valuable resource – one that is often overlooked. There are thousands, below is just a sampling. Each of the professional associations below is prominent in its engineering field and each offers student memberships at a “bargain” rate. Each one offers several of the following to student members.

- ◆ job posting site
- ◆ membership directory
- ◆ career information
- ◆ participation in committees
- ◆ conferences & conventions
- ◆ free career-related magazines
- ◆ student chapters
- ◆ discussion forums
- ◆ scholarships & fellowships
- ◆ awards & competitions
- ◆ NETWORKING opportunities

Association	Website
Math American Mathematical Society	www.ams.org/
Statistics American Statistical Association	www.amstat.org/education/index.cfm?fuseaction=main
Biological Engineering Society for Biological Engineering American Society of Agricultural & Biological Engineers	bio.aiche.org/aboutus/ www.asabe.org/
Chemical Engineering American Institute of Chemical Engineers	www.aiche.org/
Civil Engineering American Society of Civil Engineers	www.asce.org/membership/
Computer Science IEEE Computer Society World Scientific and Engineering Academy and Society	www.computer.org/portal/site/ieeecs/index.jsp www.wseas.org/
Electrical & Computer Engineering Institute of Electrical & Electronic Engineers	standards.ieee.org
Environmental Engineering American Academy of Environmental Engineers	www.aaee.net/
Engineering Physics American Society for Precision Engineering	www.aspe.net/
Geological Sciences Association of Environmental & Engineering Geologists	www.aegweb.org/i4a/pages/index.cfm?pageid=1
Information Science, Systems & Technology American Society for Information and Technology	www.asis.org/
Materials Science & Engineering The Materials Information Society	www.asminternational.org/
Mechanical Engineering American Society of Mechanical Engineers	www.asme.org/
Operations Research & Engineering Institute for Operations Research & Management Sciences	www.informs.org/

Top Three Cornell-Related Web Sites for Finding an Opportunity

Website

Description

CornellTRAK/On-Campus Recruiting/MonsterTRAK

www.career.cornell.edu/cuTrak.html

On-campus Recruiting: On-campus interview scheduling system

Jobs and Internships: Full-time, part-time, internship, Co-op, and summer job listings

Cornell's Career Contact Network: Alumni who volunteer to provide career advice, not jobs

Engineering Library

<http://astech.library.cornell.edu/ast/engr/find/Job-Searching-for-Engineers.cfm>

Utilize resources for all types of jobs and internships listed in Engineering Library Job Search Tips and Links

Cornell Career Services Job/Internship

www.career.cornell.edu/jobsandinternships/resources.html

Cornell Career Services comprehensive list of job sites (search national, international, and regional)

Full-time Specific (Samples)

EcoEmploy.com

ecoemploy.com/

Environmental jobs and careers

Sciencejobs.com

www.newscientist.com/home.ns

Job search engine for science-related jobs nation and world-wide

Statelocalgov.net

statelocalgov.net/

Thousands of state, local and city government sites where engineers are employed at all government levels

USAJobs.opm.gov

usajobs.opm.gov/

The Fed's official site for full-time jobs

Weddle's

www.weddles.com/awards/

List of recruiters & job seekers top job sites on the web

Internship Specific (Samples)

American Mathematical Society

www.ams.org/employment/internships.html

Internship and co-ops in mathematics

Entry Point!

<http://ehrweb.aaas.org/entrypoint/>

Internship opportunities for students with disabilities in science, engineering, mathematics, computer science and business

Environmental Careers Organization

www.eco.org/site/c.dnJLKPNnFkG/b.795025/k.AA86/The_Environmental_Careers_Organization.htm

Paid environmental internship opportunities

Idealist.org

www.idealist.org/

Internships, volunteer opportunities, and career fair information with nonprofit organizations

INROADS

<http://www.inroads.org/>

Internship opportunities for minority students in business and industry

National Science Foundation Research Experiences for Undergraduates program

www.nsf.gov/crssprgm/reu/reu_search.cfm

Research experiences for undergraduates in a variety of scientific fields at nationwide sites--includes engineering specific research opportunities

Society of Industrial and Applied Mathematics (SIAM)

www.math.unh.edu/%7Eesiamug/intern/summer.html

Links to short-term and summer positions, summer study programs and fellowships

Studentjobs.gov

www.studentjobs.gov/

The Fed's official site for student employment

Summer Internships in Science and Technology

sist.fnal.gov/

Challenging summer jobs for US College students

Tech-interns.com

tech-interns.com/

Engineering companies that offer internships

University-Based Research Positions

www.rit.edu/~gtfsbi/Symp/summer.htm

Opportunities in Biology and Biotechnology (internships and/or co-ops)