



## Job & Internship Search Checklist

### CHASE CAREER CENTER

- Set an appointment with a [Chase Career Center Coach](#) via the Chase website to create and sustain an impactful career plan
- Access [Student Guides](#) available for download on the Chase website as well as in the Career Resources section of Blackboard. Topics include:

*Cover Letters*  
*Developing Your Elevator*  
*Pitch*

*Evaluating Job Offers*  
*Interviewing*  
*Strategies*

*Networking & LinkedIn*  
*Writing Winning*  
*Resumes*

*Dress for Success*

- Utilize [IsenbergWorks](#), a database of jobs and internship postings and related recruitment resources available exclusively to Isenberg students
- Set-up your [Handshake](#) profile to attract employers and leverage the platform to access a database of jobs and internship available to UMass Amherst students
- Explore [Job Boards by Major](#) for industry-specific job postings
- Delve into [Big Interview](#), a comprehensive interview preparation and online practice resource
- Plan how to address the employers point of view with [Interview Ninja](#)

### SEARCH FOR JOBS ONLINE

- [Indeed.com](#)
- [LinkedIn.com](#)
- [Glassdoor.com](#)

### ON-CAMPUS CAREER FAIRS: FALL SEMESTER 2019

EVENT	DATE
Actuarial Career Fair	Tuesday, September 24
Isenberg School of Management Career Day	Wednesday, September 25
Computer Science Career Fair	Thursday, September 26
Engineering Career Fair	Friday, September 27
Building & Construction Technology Career Fair	Wednesday, October 20
Life Science/Biotech Fair	Tuesday, October 29
McCormack Sport Management Career Fair	TBD
Hospitality & Tourism Management Career Day	Tuesday, November 19



## ON-CAMPUS CAREER FAIRS: SPRING SEMESTER 2020

EVENTS	DATE
Diversity Networking Night	Tuesday, February 18
Career Blast Campus-Wide Fair	Wednesday, February 19
Building & Construction Technology Career Fair	Friday, February 21
School of Public Health & Health Sciences Career Networking Conference & Fair	Wednesday, March 25

### LINKEDIN NETWORKING

- Connect and network with alumni who graduated in your major, work in industries you are interested in, or work at companies you might want to pursue
- Access over 21,000 [Isenberg alumni](#) and 165,000 [UMass Amherst alumni profiles](#)
- Polish your LinkedIn profile, [Brand your LinkedIn URL](#), and include URL on your resume
- Use relevant keywords, skills, and industry jargon to ensure your profile is pulled via electronic search
- Join Groups relevant to your degree, interests and desired industry, including the [Isenberg School of Management Official Alumni Group](#) and [UMass Amherst Official Alumni](#) - group
- Follow companies that interest you. If jobs are posted, you will get an update, and press releases, mergers, acquisitions, and other industry developments will populate your timeline

### ADDITIONAL NETWORKING OPPORTUNITIES

- [UMass Alumni Association Network](#) offers free access to UMass Career Consultants, [Advisors](#) and Webinars
- Advisors, faculty and department heads
- Previous supervisors
- Professional organizations and industry-specific associations (e.g. APICS, AHLA), corporate engagement events, informational interviews