

THE CAREER RESOURCE CENTER'S

GUIDE TO NAVIGATING

THE INTERNET



***A COLLECTION OF USEFUL SITES FOR
RESEARCHING MAJORS AND CAREER CHOICES***

CAREER RESOURCE CENTER
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The Career Resource Center's website is:

www.newpaltz.edu/careers

This site provides useful information on all career-related topics including:

- ❖ Resume writing tips and formats
- ❖ Cover letter development
- ❖ Interview techniques
- ❖ Job hunting tips

eRecruiting

From our homepage you may click on **eRecruiting** (<http://newpaltz.erecruiting.com>) to search for full-time and part-time jobs, internships, and summer employment. This is the database where the Career Resource Center posts all internship & job opportunities that we know about. It can be accessed 24 hours a day / 7 days a week. eRecruiting can also be used to store and send resumes and cover letters.

Username: **New Paltz email address minus @newpaltz.edu**

Password: **hawks** (**please change after you **first** access**)

Please note that current freshmen, some students, and alumni may not be in the system. You may need to request that they be added to eRecruiting prior to signing on for the first time. Please email a request to careers@newpaltz.edu.

Tips for using eRecruiting

- ⇒ When logging in for the first time you must fill out a personal profile (the system allows you to make changes to this profile at any time)
- ⇒ Upload a copy of your resume for employers to view
- ⇒ From the main page you may search the national database and use search tools such as Google, Hoovers, and Salary.com.

The Career Resource Center has set up **keywords** to make your searching easier. The keywords have been added to many job and internship postings listed by the CRC. Simply search the following keywords in eRecruiting:

Engineering Positions- NPENGINEERING

Business Positions- NPBUSINESS

Journalism Internships- NPJOURNALISM

The following sites are broken up by category and can be perused for a variety of purposes such as: **Researching Employers, Careers, Graduate Schools, Job Roles, Viewing Job Postings, etc.** Many of these sites have a "job search" feature.

Many sites will ask you to create a user profile/account. On the majority of the sites in this listing there is no fee attached for creating an account. These profiles are typically used to track your interests and to save any job searches and/or profiles you create. Please inform the Career Resource Center at HAB 705/(845) 257-3265 if any of the sites listed requires a fee for creating an account.

Note

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General Information & Job Search Sites

<http://www.rileyguide.com> - The Riley Guide is an incredible career information resource site. A special feature is the A-Z index on every imaginable career-related topic. The A-Z index provides additional web links in specific career areas, industries and job types. Highly recommended site!

<http://www.wetfeet.com> - Provides information on a range of businesses and careers. This site also links with InternshipPrograms.com, allowing access to internship information.

<http://www.jobhuntersbible.com> - Dick Bolles' site (the author of What Color Is Your Parachute) and contains everything from general career resource information to on-line career assessments.

<http://www.petersons.com> - Extensive database on colleges. Contains information on careers and salary information. This site links with the Wall Street Journal for career information.

<http://www.hoovers.com> & www.vault.com - both sites provide information on companies in a wide range of industries. Vault also offers inside information from individuals who are working within a particular company.

To use Vault, go to <http://www.newpaltz.edu/careers> and click on "The Vault". The password for SUNY New Paltz students and alumni is hawks.

<http://www.bls.gov/home.htm> - Produced by the Department of Labor, The Occupational Outlook Handbook is an excellent resource in research specific careers. Provides typical duties, salary information and requirements for each career.

<http://www.salary.com> - Provides salary information and job descriptions for a wide range of job titles.

<http://www.hotjobs.com> - One of the hottest career sites on the web. Post your resume and review job listings for a multitude of job roles and careers.

<http://www.monster.com> - Contains thousands of up-to-date job listings, a job search agent to conduct daily searches based on your criteria, an international section, a resume builder, and events listings.

<http://www.monstertrak.monster.com/mtcc> - Find a listing of career opportunities reflective of your academic major, interests, values, personal style and skills with Monster.com's Major to Career Converter.

<http://www.collegegrad.com> - Great site for recent college graduates and the number one entry level job site. Contains job databases, employer research tools, information on interviewing and allows entry-level job seekers to ask advice from hiring managers.

<http://www.idealists.org> - International resource on non-profit jobs, internships, volunteering and more.

http://www.regionalhelpwanted.com/corporate/our_sites_usa.cfm - **Local sites** where **area employers post job openings**. Over 250 sites nationwide. *Rated by Yahoo as most popular sites for internship seekers.

General Internship Sites

<http://www.internshipprograms.com> - Offers a database of internship opportunities organized by company or by region.

<http://www.everettinternships.org> - Provides a searchable database of internships at public service organizations. Search by issue, including economic change and equity, education, environment, minority issues, social justice and peace and women's issues.

<http://www.feminist.org> - Internship directory created by the Feminist Majority Foundation. Links students to a variety of organizations that are looking for interns including the Center for Women Policy Studies, Critical Mass Energy Project, Institute for Women and Work, Jewish Women International and many, many more.

<http://www.inroads.org> - Inroads is an organization dedicated to developing and placing talented minority youth in business and industry and preparing them for corporate and community leadership.

Accounting

<http://www.aafa.com> - an alliance of executive search firms specializing in the recruitment and placement of finance and accounting professionals. Job listings can be found under some of the recruiters listed or you can search the entire database.

<http://www.accountemps.com> - specializes in placing qualified temporary accounting and finance professionals. (*A division of Robert Half International Inc.*)

<http://www.nysscpa.org> - New York State Society of Certified Public Accountants (NYSSCPA) is the largest state accounting organization in the nation and currently has 30,000 members. Offers job postings and continuing education information.

<http://accounting.com> - accounting and finance jobs at all levels.

<http://www.aicpa.org> - American Institute for Certified Public Accountants (AICPA) is the national professional organization for Certified Public Accountants. Job listings are publicly accessible on the website under "Career Resources."

<http://accounting.rutgers.edu> - Rutgers Accounting Website (RAW) is possibly the world's largest collection of online accounting information. You may want to check out the site map first just to get an idea of what's here. International users may find their list of mirror sites to be helpful in finding a source closer to home.

Anthropology

<http://www.aaanet.org/> - The American Anthropological Society's website. This site provides resources for learning more about jobs & careers in anthropology.

Art Related Sites

<http://www.artswire.org> - New York Foundation for the Arts website. Provides information for artists including events, newsletters, resources and job listings.

<http://www.museum-employment.com> - Museum Employment Resource Center website. Search for various museum and cultural resource jobs by museum, location and position.

Also: See our Career Advising Handbook for Fine & Performing Arts for more links and information.

Biology

<http://www.studentdoctor.com> - wonderful resource for the pre-health and health professional student community. Also posts diaries of first-year medical students. Fascinating!

<http://career.bio.com> - employment opportunities for the biology minded. Look under the Career Center tab.

Black Studies

<http://www.black-collegian.com> - The Black Collegian Online provides cutting-edge information on career resources for Black collegians.

<http://www.jstor.org/journals/00219347.html> - The Journal of Black Studies, “For the last quarter century, the *Journal of Black Studies* has been the leading source for dynamic, innovative, and creative research on the Black experience. Poised to remain at the forefront of the scholarship in the field, the *Journal of Black Studies* explores the most vital issues facing African American and Black populations.”

<http://blackquest.com/link.htm> - great resource site.

Business Administration/Management

<http://www.careers-in-business.com> – great site for checking out the business world. Has information on careers in finance, accounting, marketing or management.

<http://www.mbajungle.com/> - great site with career tools. Find a job, post your resume, research companies, research schools, network and more.

<http://www.shrm.org/> - the Society for Human Resource’s website. Excellent source of information for students considering a career in the human resources field.

Business News Sites

The following web-sites are good sources for the most current information regarding the business world!

<http://www.barrons.com>

<http://businessweek.com>

<http://www.businesswire.com>

<http://www.ceoexpress.com>

<http://www.wsj.com>

Chemistry

<http://ChemIndustry.com> - huge directory of sites and sources for the chemical industry, including lists of manufacturers, suppliers, services, and job databases.

<http://ChemistryJobs.com> or ChEJobs.com - listings for jobs in chemistry and chemical engineering. All jobs feature date of posting. Includes some links to employers who post here. Part of a network of sites from one group, Sastha.com.

<http://chemistry.org> - from the American Chemical Society, information and resources for professionals, students, and educators, including career guidance, employment information, and a professional database. Some services are available only to members, some are free to the public, others can be purchased by nonmembers. Links to professional opportunities and information can be found under **Professional** on the front page.

<http://Cen-chemjobs.org> - from the American Chemical Society. This job and career information service for chemical, pharmaceutical, engineering and biotech professionals is not limited to ACS members. There are a few areas that are limited to ACS members, but the majority of this site is open and free for all visitors, including the job listings and resume database.

Communication & Media

<http://AdAge.com> - jobs are posted under Career Center at this site by advertisers. You can also execute a "super search" and connect to Monster.com.

<http://www.adweek.com> - industry news and employment listings from the premiere trade journal, AdWeek. Gain access to the most recent job listings in the Career Network.

<http://www.commart.com/> - Information for the folks who work in graphics, marketing, artwork, and other visual methods for communicating with others. Impressive collection of resources for the industry and the individual, and a job bank featuring lots of openings for graphic designers, web project managers, and writers.

<http://prsa.org/> - Public Relations Society of America provides information on starting your own PR firm, a reading room with information on this career area, loads of good Resources, and an open job lead bank. Check the list of local chapters found on the main website, since many also maintain job lists on their individual websites.

<http://www.workinpr.com> - jobs in PR at all levels from internships up. You do not need to register to search the database, but you may find it useful. Registration allows you to customize some features on this site, however, doing so requires adding your resume to the database. Freelancers are welcome too. Articles on job searching, the PR industry, a nice list of Resources, and much more make this a good site for those in this field.

Computer & Electrical Engineering

<http://www.brassring.com> - The premier site for finding IT, Internet and tech jobs. Includes extensive job database. Post resumes to high tech employers! Great resource for job fair information and career events.

<http://www.dice.com> - Leading online IT job board focusing on high tech contract, consulting, and permanent jobs. Post resume and search job database. There is a world of career resources and job tools available on this site.

<http://www.ieee.org> - The official IEEE website. Targeted for electrical, electronic, computer, and other electrotechnology and information-technology professionals! Search job listings by technical area, title and location. Also provides career resources information.

<http://www.diversitycareers.com> - Diversity/Careers in Engineering and Information Technology site. Includes career articles, listing of companies actively recruiting, resume posting and job listings.

<http://www.eetimes.com> - EE Times is a leading industry journal for electrical engineers. Check the industry news, events listings, product reviews and career information.

<http://www.engineeringjobs.com> - A listing of jobs for engineers. Includes links to employers who maintain job listings on their company pages.

<http://www.mentornet.net> - National Electronic Industrial Mentoring Network for Women in Engineering and Science.

<http://www.swe.org> - The Society of Women Engineers. *“Stimulates women to achieve full potential in careers as engineers and leaders, expands the image of the engineering profession as a positive force in improving the quality of life, and demonstrates the value of diversity.”* Tremendous information and career/employment resources for women interested in or currently pursuing engineering careers.

Economics

<http://www.aeaweb.org/joe/> - Job Openings for Economists is provided by the American Economic Association.

<http://www.inomics.com/cgi/job> - very nice International JOE, loaded with links and international jobs. Inomics, the host for this service, also maintains information on conferences and other good economics resources.

Education

<http://aace.org> – this is the American Association for Employment in Education’s website. Excellent resource. To access this site your username is: teacher, password: aswan (all lowercase letters).

<http://www.ed.gov> - this is the U.S. Department of Education site – has some interesting links that include information on teacher salaries (links to the American Federation for Teachers for the most recent salary survey) for each state and also lists teacher shortage areas.

<http://www.nysed.gov> – this is the New York State Board of Education website. Provides information on certification and licensure, as well as links to professional organizations that provide support for teachers.

<http://www.dcboces.org> – this site is maintained by Dutchess BOCES. Posts regional teaching opportunities.

<http://recruitingteachers.org> - a new online teacher recruitment clearinghouse. Provides statewide job banks, national job banks and international job banks for teachers!

Local School District Sites

<http://www.newpaltz.org/schools.html>

<http://arlingtonschools.org>

<http://www.hydeparkschools.org>

<http://newburghschools.org>

<http://rondout.k12.ny.us/>

<http://wappingersschools.org/>

Also: See our Career Advising Handbook Education Students for more links and information.

English

<http://www.copyeditorjobs.com> - jobs for copy editors.

<http://www.asja.org> - the American Society of Journalists & Authors, the professional society for nonfiction writers.

<http://www.editorandpublisher.com> - resource for jobs in the publishing field.

Finance

<http://americanbanker.com> - magazine of the financial industry featuring daily updates and industry news. Loads of great information. The Career Zone is operated in conjunction with bankjobs.com, but you need a free password to search the database, and to get the password you must submit your resume. Substantial amount of free information here, but those who want to subscribe will get two weeks free and can cancel within that time without paying anything.

<http://www.afponline.org> - The Association for Finance Professional- individuals representing a broad spectrum of financial disciplines. Career Services offers terrific resources for association members, including networking groups. The Online Job Center is also offered through Career Services, and anyone willing to register will be allowed to view and apply to jobs in the database, regardless of AFP membership. When you post your resume, you have the option of allowing employers to search your resume in the database, or if you prefer there is an option for "do not advertise my resume".

<http://bankjobs.com> - job and career information for banking and financial services candidates. Free registration is required, which includes posting your resume. This service is limited to residents of the U.S. and Canada, and all candidates must meet the educational or experience requirements noted. They offer a nice list of industry links for all visitors.

<http://financialjobs.com> - Accounting and Financial Jobs in California and the USA. Has a separate listing for CPA jobs. Some areas require registration, others do not. No privacy policy posted, no information on who's running the site. Use with caution.

<http://www.jobsinthemoney.com> - job and career information for financial professionals. Check the Company Gallery for a list of employers/firms posting here, plus quick links to their listings.

Geography/Geological Sciences

<http://www.geojobsource.com/careerop.htm> - pretty nice service with jobs, a list of conferences and associations, and a place to post a resume. Announcements at this time cover the United States and the Middle East. The Resource Directory links you to academic departments, professional organizations, and other resources including career and job resources.

<http://www.gjc.org> - the most visited GIS/RS jobs site on the Internet.

<http://www.earthworks-jobs.com> - jobs in Geoscience, Environmental Science, Ecology, Conservation and other related positions.

<http://www.eco.org> - the Environmental Careers Organization provides listings for over 600 paid internships in the environmental field.

<http://www.environmentalcareer.com> - the Environmental Career Center in Virginia has comprehensive environmental and natural resources job listings that cover all experience levels from entry-level to senior management. There are even listings for environmental support jobs and career changers.

<http://www.thesca.org> - the Student Conservation Association website contains listings of environmental careers and related information.

History/Political Science

<http://studentjobs.gov> - is a joint project between the United States Office of Personnel Management (OPM) and the U.S. Department of Education's Student Financial Assistance office. Search for various types of jobs and/or internships, create a profile, post your resume and learn more about government agencies.

<http://www.usajobs.opm.gov> - USA Jobs is the Federal Government's official one-stop source for Federal jobs and employment information. Search for jobs/internships, build your resume and explore agencies and positions that match your interest.

<http://ourpublicservice.org> - Partnership for Public Service is a nonpartisan and nonprofit organization. Their site allows you to access compiled information on internships available at the White House and in the various cabinet departments, independent agencies and the Smithsonian Institution.

<http://publicservice.monster.com> – Database of Government and Public Service jobs.

International Business/Relations

<http://www.state.gov/> - information on US International policies, hot topics updated daily, business services including reports on many regions, and careers with the State Department.

<http://www.worldbank.org> - The World Bank is one of the world's largest sources of development assistance. This site provides an overview of how the Bank uses its financial resources, its highly trained staff, and its extensive knowledge base to help developing countries onto paths of stable, sustainable, and equitable growth.

Journalism

<http://www.freep.com/jobspage> - links to jobs in the newspaper industry.

<http://www.asja.org> - the American Society of Journalists & Authors, the professional society for nonfiction writers.

<http://www.editorandpublisher.com> - resource for jobs in the publishing field.

Marketing

<http://www.marketingpower.com> - from the American Marketing Association includes classified ads in many areas from academics to general marketing, which is open to all users.

<http://marketingjobs.com> - posting professional marketing, sales and advertising employment opportunities. Huge list of links to marketing associations expands your search very nicely.

<http://www.mrweb.com> - MrWeb: The Market Research Industry Online - news, jobs, and information directories for market research professionals. The site has a UK focus, but includes international information. Job seekers will appreciate the listings of vacancies, most of which are in the UK, but there are also many outside.

Also: See our Career Advising Handbook Marketing Students for more links and information.

Mathematics

<http://www.ams.org> - a great resource for all mathematicians. The Employment Services are for Ph.D. mathematicians and include public job listings, the Academic Job Search Booklet, Articles on Job Searching, and links to related job resources. Others in this field should look at the Career and Education page for information on pursuing or furthering a career in mathematics.

Philosophy

http://www.sozialwiss.uni-hamburg.de/phil/ag/jobs/main_english.html - an excellent worldwide list of jobs in philosophy posted in any language.

Physics

<http://www.aip.org> - The American Institute for Physics website. Maintains job postings and trends in the physics field.

Psychology/Sociology/Non-Profit

<http://www.apa.org/ed/intern.html> - listing of internships accredited by the American Psychological Association.

<http://www.idealists.org> - extensive directory of nonprofit and volunteering resources. Lists over 20,000 organizations in 130 countries. Will also send you email updates on job openings.

<http://www.nonprofitjobs.org> - good source for job listings in non-profit organizations.

<http://philanthropy.com> - Chronicle of Philanthropy website. The newspaper of the non-profit world including jobs and other internet resources.

<http://www.peacecorps.gov> - Peace Corps' home page.

<http://www.naswdc.org> - the National Association of Social Worker's website.

<http://www.socialservice.com> - nice source for job listings in the social work field.

Theatre Arts/Entertainment

<http://www.backstage.com> - known as the complete on-line performing arts resource.

<http://www.playbill.com> - contains theatre job listings, casting notices & auditions. Sign up for Free membership to search.

<http://www.entertainmentcareers.net> - hundreds of entertainment jobs and internships available.

<http://www.showbizjobs.com> - Film, Television, Recording and Attractions industry job markets.

Women's Studies

<http://www.mith2.umd.edu/WomensStudies/Employment> - resources for employment in the Women's Studies field.

<http://www.feminist.org> - **Internship directory** created by the **Feminist Majority Foundation**. Links students to a **variety of organizations** that are looking for **interns** including the Center for Women Policy Studies, Critical Mass Energy Project, Institute for Women and Work, Jewish Women International and many, many more.

Local Job Search Site

<http://www.hudsonvalleyhelpwanted.com> - Local site where area employers post job openings. This site covers all the Hudson Valley counties.