

JOB SEARCH & NETWORKING

Searching and applying for jobs takes patience and perseverance. Networking is a tool that can increase your opportunities and decrease the time you spend searching.

Ways to Conduct Your Job or Internship Search

- **Passive Search:** Search on job boards such as OptimalResume.com or SimplyHired.com. Industry-specific job boards also exist, such as Dice.com, Archinect.com, and Gamejobs.com. The second page of this handout has industry-specific boards. Select a few job boards and set up an email alert to be notified when new jobs are posted. Always start with Optimal Resume, as these are employers looking specifically for MCC students.
- **Active Search:** Often more effective than the passive search — create a target list of companies for which you are interested in working. Search each company's website for job postings, follow their Twitter feed and LinkedIn page, and reach out to them directly for information about opportunities.
- **Networking:** Usually the most effective way of searching for positions. Sometimes jobs are filled without ever making it to job boards. Find out about these positions by connecting with individuals in your field. Informational interviews are one of the best ways to network and expand your connections.

What is Networking?

- Using existing relationships to create connections and gain more in-depth knowledge about industry standards and requirements, career paths, company cultures, and types of jobs.
- Use networking to:
 - Explore career options, research industries, and learn about specific companies.
 - Uncover leads for potential job opportunities.
 - Gain advice on improving chances of getting hired.
 - Build a community of people with whom you share a professional interest.
 - Promote yourself as someone entering the industry.

How to Find People for Networking

- **Professional Associations:** Join professional associations to find out about conferences or events being held in your field. These can also help you learn about what is happening in your industry, find industry-specific job sites, and add something extra to your resume. Many professional associations have groups on LinkedIn that you can join as well.
- **MCC Alumni:** Attend alumni events to connect or search for MCC alumni on LinkedIn. Select the "Find Alumni" section under the "My Network" tab. You do not need to be a premium member on LinkedIn to message people as long as you are both a member of the same group — another good reason to join professional association groups on LinkedIn
- **Former or Current Colleagues:** Build good relationships while you are at your internships so you can utilize them to connect with other professionals in the field.
- **Professors:** Reach out to your professors to set up an informational interview or to ask for recommendations of whom to connect with within the field.
- **CareerCon and Career Fairs:** Use on-campus opportunities to connect with employers and alumni.
- **People Already in Your Network** (friends, family, classmates, neighbors, etc.): Tell everyone you know that you are looking for an internship or a job, as you never know who they might know.

Tips for Networking

- Do your homework. Do research through LinkedIn and the company's website about the people you are meeting and be prepared with at least two areas of common interest.



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- Be professional. Be prompt for any meetings. Dress professionally at all conferences and events. Check your email and voicemail regularly so you can get back to people promptly. Have a professional email address and voicemail message.

Accounting

American Accounting Association (AAA)
American Association of Finance & Accounting (AAFA)
Association of Accountants and Financial Professionals in Business (IMA)
National Association of Professional Accountants (NAPA)

Biotechnology

Massachusetts Biotechnology Council
Biospace
BIOTechNOW
Biotechnology Innovation Organization

Business Sales

American Society of Administrative Professionals (ASAP)
Association of Fundraising Professionals (AFP)
American Management Associations (AMA)
National Association of Sales Professionals (NASP)
Sales and Marketing Executives International (SMEI)

Business Marketing

American Marketing Association (AMA)
Association of National Advertisers (ANA)
Association of Network Marketing Professionals (ANMP)
Society for Marketing Professional Services (SMPS)

Communications

Weber Shandwick
The Association of Marketing and Communications Professionals (AMCP)
American Communications Association
Association for Women in Communications

Computer Science

National Communication Association (NCA)
Association of Computer Engineers and Technicians (ACE—ACET)
Association of Information Technology Professionals (AITP)
Association of Software Professionals (ASP)
Computer & Communications Industry Association (CCIA)
Computer Technology Industry Association (CompTIA)
IEEE Computer Society
Technology Services Industry Association (TSIA)
Society of Cable Telecommunications Engineers (SCTE)

Criminal Justice:

Academy of Criminal Justice Sciences (ACIS)
American Society of Criminology (ASC)
International Association of Women Police (IAWP)
National Criminal Justice Association (NCJA)

Diagnostic Medical Sonography:

American Registry for Medical Sonography

Dental Hygiene:

American Association of Dental Office Management (AADOM)
American Association of Endodontists (AAE)
American Dental Association (ADA)
American Dental Assistants Association (ADAA)
American Dental Hygienists' Association (ADHA)

Education:

National Education Association (NEA)
American Federation of Teachers (AFT)

Engineering Science:

American Academy of Environmental Engineers and Science (AAEES)
American Association of Engineering Societies (AAES)
American Institute of Chemical Engineers (AIChE)
American Society of Civil Engineers (ASCE)
American Society of Mechanical Engineers (ASME)
Association of Energy Engineers (AEE)
Institute of Electrical and Electronic Engineers (IEEE)
National Society of Professional Engineers (NSPE)
Society of Women Engineers (SWE)

Fine and Performing Arts

American Society for Theatre Research (ASTR)
Actors' Equity Association (AEA)
Casting Society of America
The Actors Fund

Graphic Design:

Graphic Artists Guild
AIGA The Professional Association for Design

Human Services:

The Live United Movement
National Association of Social Workers
National Organization for Human Services
Society for Human Resource Management

Medical Laboratory Technology

American Medical Association (AMA)
American Society for Clinical Laboratory Science
American Medical Technologists

Paralegal Studies

The National Association of Legal Assistants
The National Federation of Paralegal Associations
The National Paralegal Association.

Radiologic Technology:

American Society of Radiologic Technologists

To make an appointment, contact:
careerservices@middlesex.mass.edu
Lowell: Cowan Center G02
Bedford: Enrollment Building 106

