

# Career Development Office, CDO

Campus Center 201 ■ (845) 758-7539 ■ [cdo@bard.edu](mailto:cdo@bard.edu) ■ [www.bard.edu/cdo](http://www.bard.edu/cdo) ■ [www.collegecentral.com/bard](http://www.collegecentral.com/bard)

 **Like us!** [facebook.com/BardCollegeCDO](https://facebook.com/BardCollegeCDO)

 **Join Us!** [linkedin.com/in/bardcdo](https://linkedin.com/in/bardcdo)

 **Follow us!** [twitter.com/BardCollegeCDO](https://twitter.com/BardCollegeCDO)

## BARD COLLEGE TOP WEBSITES & RESOURCES FOR RESEARCHING CAREER OPPORTUNITIES, 2014-2015

CDO subscribes to and recommends a variety of websites for your job search. The following free, public sites offer access to live job/internship listings and pertinent information about different fields and industries.

*If you are a Bard student, alumnus/a, faculty or staff member, please email [cdo@bard.edu](mailto:cdo@bard.edu), stop by CDO in Campus Center 201 or log into your College Central account for our complete list of subscription sites including usernames and passwords.*

### CDO BARD BASIC JOB GUIDE (BBJG)

- **Bard Basic Job Guide:** <http://www.bard.edu/cdo/students> Download CDO's comprehensive guide that provides tips on writing resumes and cover letters, networking, interviewing, and more.

### TOP FREE ONLINE JOB/INTERNSHIP SITES

- **Indeed:** <http://www.indeed.com/> Search anywhere in the U.S.
- **Idealist:** [www.idealist.org](http://www.idealist.org) Jobs, internships, and volunteer opportunities in public and community service throughout the United States and Internationally. Also useful for identifying organizations of interest.
- **Student Conservation Association:** [www.theSCA.org](http://www.theSCA.org) Internships, service opportunities, and leadership training in resource conservation at locations throughout the United States. Housing provided.
- **National Association for Independent Schools:** [www.nais.org](http://www.nais.org) Teaching and staff jobs at private schools.
- **Go Government:** <http://gogovernment.org/> Jobs, internships, and information about working for the federal government.
- **NYFA—New York Foundation for the Arts:** [www.nyfa.org](http://www.nyfa.org) Internships and jobs in dance, design, media arts, music, performance, theater, and visual arts in New York City and beyond.
- **The Riley Guide:** [www.rileyguide.com](http://www.rileyguide.com) Provides links to websites for jobs and internships in many areas, including engineering, science, law, humanities, hospitality, business, and part-time work opportunities.
- **Media Bistro:** [www.mediabistro.com](http://www.mediabistro.com) Jobs in all things media-related: public relations, marketing, social media, publishing, photography, TV, sales, advertising, and more.
- **Monster College:** <http://college.monster.com/careers> Student and entry-level jobs.
- **Job Bank:** [www.jobbankinfo.org](http://www.jobbankinfo.org) Connects you to your state job bank.
- **Intern Abroad:** <http://www.goabroad.com/intern-abroad> Find your internship anywhere in the world.
- **Women for Hire:** <http://jobs.womenforhire.com/> Devoted to a comprehensive array of recruitment services for women.
- **One Wire:** <http://www.onewire.com> Jobs in finance, technology, human resources, marketing jobs—a great recruiting resource. Be sure to identify yourself as a Bardian in case an employer is doing a search for Bard College alumni/ae.

## **TOP WEBSITES FOR CAREER RESEARCH**

- **The Big Interview:** <http://bard.biginterview.com/> This is a self-guided system used to practice and improve your interview skills. It combines customized webcam practice interview tools with comprehensive training material and other interactive features. Big Interview also covers dozens of industries and all experience levels. Follow the link to Bard's page and create your own account using your Bard email address.
- **Focus 2:** Explore your interests, skills, values, major, and possible career paths. Login into your College Central account, [www.CollegeCentral.com/Bard](http://www.CollegeCentral.com/Bard), and follow directions to register on Focus 2.
- **Vault:** <http://www.vault.com/> Offers information about companies as well as great articles, such as "7 Interview Tips for New Job Candidates" and Career Advice Videos.
- **O\*NET Online:** [www.onetonline.org](http://www.onetonline.org) Research thousands of job titles, see related jobs, and find salary and hiring projections.
- **Wetfeet:** [www.wetfeet.com](http://www.wetfeet.com) Provides career advice and research, including the nature of different jobs, and links to employer insight and testimonials.
- **Glassdoor:** [www.glassdoor.com/index.htm](http://www.glassdoor.com/index.htm) Provides information on companies from current and past employees, including company reviews, salaries, interview tips, and more.

## **CDO SUBSCRIPTION WEBSITES REQUIRING ACCESS INFORMATION** *(contact CDO)*

- **College Central:** [www.collegecentral.com/bard](http://www.collegecentral.com/bard) The job and internship board hosted by the Career Development Office. It features job and internship opportunities posted by "Bard-friendly" employers as well as on-campus and work-study employment.
- **GoInGlobal:** A new resource for Bard students to learn about internship and job opportunities abroad! It offers Country Career Guides, Job Postings and Internship Listings, International Employer Directory, and a US H1B Database. For more information on accessing GoingGlobal, visit: <http://www.bard.edu/cdo/students/>
- **Nationwide Internship Consortium (NIC):** <https://nic-csm.symlicity.com/students/> CDO is a member of the Nationwide Internship Consortium (NIC). NIC provides access to selective internship listings for students at all member schools – 18 top national colleges and universities located across the US.
- **Theatre Communications Group:** [www.tcg.org](http://www.tcg.org) Features ArtSEARCH database of jobs in theater, dance, and music.
- **Internships USA:** [www.internships-usa.com](http://www.internships-usa.com) Internships in 14 career fields and a resource for identifying organizations at which you may want to work.
- **Out for Work:** [http://outforwork.org/resources/career\\_center/library.asp](http://outforwork.org/resources/career_center/library.asp) Serves as a one-stop location for everything LGBTQ career related: job searching, resumes, interviews, coming out at work, etc.
- **New England Conservatory's Career Services Center:** <http://necmusic.edu/bridge> Database of opportunities in music and arts administration.