

Career Development Office, CDO

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BARD COLLEGE TOP WEBSITES & RESOURCES FOR RESEARCHING CAREER OPPORTUNITIES, 2015-2016

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, 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 PUBLISHED RESOURCE GUIDES

- **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.
- **Bard Career Guide for the Arts:** <http://www.bard.edu/cdo/students> Download CDO's comprehensive guide for artists that provides tips on managing a career in the arts, including dance, film, music, studio arts, written arts, theater and photography. Includes links to top internship and job sites for each area.

TOP FREE ONLINE JOB/INTERNSHIP SITES

- **Indeed:** <http://www.indeed.com/> Search anywhere in the U.S.
- **Idealist:** www.idealists.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 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 Teaching and staff jobs at private schools.
- **Go Government** <http://gogovernment.org/> One-stop shopping for how to find and apply for federal jobs.
- **NYFA—New York Foundation for the Arts:** www.nyfa.org Internships and jobs in dance, design, media arts, music, performance, theater, and visual arts in New York City and beyond.
- **Media Bistro:** www.mediabistro.com Jobs in all things media-related: public relations, marketing, social media, publishing, photography, TV, sales, advertising, and more.
- **BookJobs:** www.bookjobs.com Jobs in publishing in a variety of functions, from marketing to editing to design.
- **Monster College:** <http://college.monster.com/careers> Student and entry-level jobs.
- **Internships.com:** www.internships.com - Internships and entry level jobs.
- **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

- **Focus 2:** Explore your interests, skills, values, major, and possible career paths. Login into your College Central account, 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 Research thousands of job titles, see related jobs, and find salary and hiring projections.
- **Glassdoor:** 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 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.
- **Nationwide Internship Consortium (NIC):** <https://nic-csm.symplicity.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. Please use your specific information as the username and password:
- **GoinGlobal:** GoinGlobal is a resource for Bard students to learn about internship and job opportunities abroad. It offers country career guides, international job postings and internship listings, international employer directory and a US H1B database. You can access Bard’s GoinGlobal account by visiting <https://online.goinglobal.com/> while using a *CAMPUS* computer. If you are not on campus or are using your *OWN* computer, you must log in to your College Central account and follow the instructions to gain access.
- **Internships USA:** www.internships-usa.com Has internships in 14 career fields and a resource for identifying organizations at which you may want to work. Select "The Internship Series on line" and log in.
- **Out for Work:** 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> Is a database of opportunities in music and arts administration. Select “Login to Bridge” under the heading “Bridge: Worldwide Music Connection” and log in.