Cooperative Education
Job Search & Networking Suggestions

All of these resources are located in MyCareer courtesy of Post Graduate Planning and Experiential Learning (PGPEE)

Complete Your Profile
These general tips & guidelines can be used for all job search resources.

- Upload a professional profile picture.
- Complete the experience, education, organizations and summary sections.
- Upload your resume!
- List skills; include both technical and “soft” skills like communication and leadership
- Ensure your profile is public.

Glassdoor
Glassdoor is a job search tool, but also has employee reviews, potential interview questions and salary information.

- Use the job tab to access various applications.
- The company reviews tab has reviews by current or previous employees and can help give a glimpse into company culture.
- For help during salary negotiations, Glassdoor has data on employee salaries per field
- Access commonly asked interview questions individualized for each company

Handshake
Handshake is a career services platform for college students. Many employers post here looking specifically for CWRU students!

Step 1: Complete your profile.
Step 2: Click on jobs tab.
Step 3: Filter Jobs, suggested filters below.

- Click on both “Co-op” and “Internship” because companies use these terms interchangeably
- Select “Paid roles only”
- Add your major

We suggest that you leave all other filters blank at first to maximize your search results, then add more filters as needed.

Step 4: Favorite Jobs by clicking the star.
Step 5: Click on “My Favorite Jobs” to see all favorites and apply!
Step 6: Change notification settings to get new job postings emailed you!

- After clicking “edit notification preferences”, you can customize your email notifications for jobs, events, interviews
LinkedIn

LinkedIn is a networking and job search tool that is commonly used in professional settings.

Step 1: Complete your profile.

Step 2: Click on the jobs tab and search.

Step 3: Filter Results

- Set Job Type to “Internship”; specify industry and location if known. On LinkedIn, co-ops are usually listed under the internships filter.

Step 4: Turn Job Alert Toggle to “On”

This allows you to receive email notifications if new jobs are posted that meet your filters.

Step 5: Save jobs that you are interested in.

Step 6: Click “See Saved Jobs” and apply!

Step 7: Search “Case Western Reserve University” and click “Alumni” to see if alumni already work at the companies you are interested in.

Step 8: Send a personalize connection message; do not use the LinkedIn default template message.

Going Global

Job search tool aimed towards finding internships outside of the United States.

- Use the career guides tab to find growing industries and hiring companies by country or city.
- Jobs/Internships Tab: Search for internships outside of the United States!

Please note some of these internship programs charge a fee for participation.

- International Students: Use the H1B Plus Database that identifies American employers that have historically hired and filed visa applications on behalf of international professionals with certain skill sets.

Alumni Career Network

Networking tool that is database of CWRU students and alumni willing help with mock interviews, industry connections and career advice.

Step 1: Complete your profile

Step 2: Search alumni network by name, major, job, location, or what they’re willing to help with.

Step 3: Send a personalized message or set up call with alumni.

Networking is a key part of searching for a job. If you message alumni that work at companies you’re interested in, they may give you interview advice, help get your resume in the right hands, or share their own experience.