Finding **Full-Time Positions** & **Applied Learning Experiences** in **UMBC*works***

For further assistance, contact the Career Center:
(410) 455-2216 or careers@umbc.edu

Visit us during drop-in hours: Mon.-Fri., 2-4 p.m.
Math/Psychology Building, Room 212

What is **UMBC*works***?

- The Career Center's **database of job & internships**
- **Updated daily** with dozens of new positions
- Includes a **huge variety** of postings for:
  - Internships
  - Research opportunities
  - Co-ops
  - Part-time/seasonal and on-campus jobs
  - Full-time jobs

All UMBC students have access to the UMBCworks database!

Career Center's **Resume Approval policy**

Resume approval is required before you can apply to any position via **UMBC*works***.

Step 1: Upload your resume under the "Documents" tab in UMBCworks

Step 2: Come to the Career Center to have your document reviewed by an advisor.

Appointment Options for a Resume Review

Option 1: Come to **drop-in hours** between 2-4 p.m. daily for a quick 15- minute review.

Option 2: Schedule an appointment online via UMBCworks. Click “Schedule Appointment” button.
(***Be sure to select a 30-min appointment***.)

Option 3: Call the Career Center at (410) 455-2216 to schedule an appointment.

Remember to upload your resume as a .doc or .docx file prior to your appointment!

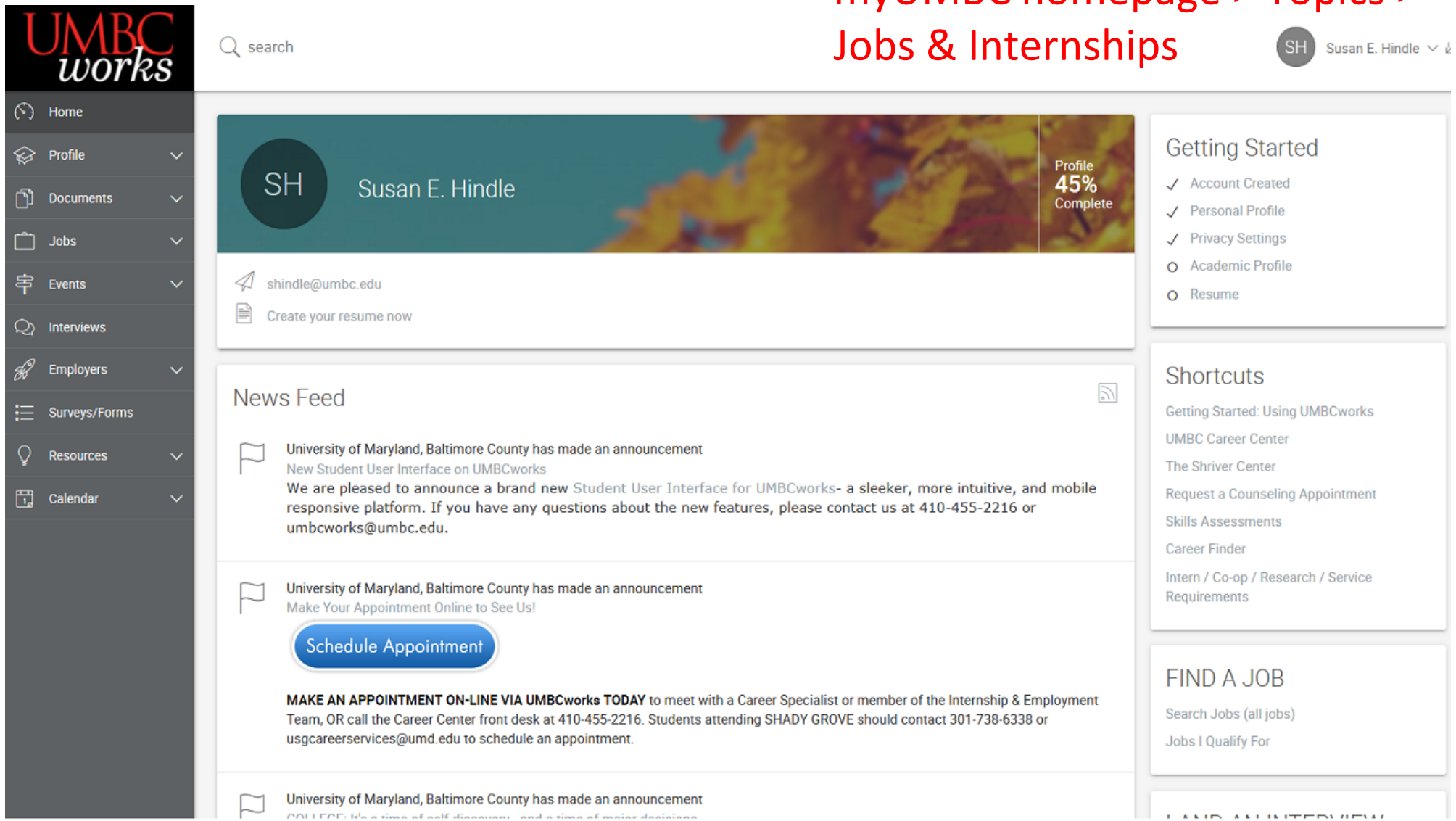
Search **UMBC*works*** while you work on your resume

You can start searching the postings in **UMBC*works*** *even if you have not already met with a career advisor*. This will help you prepare for your appointment.

The key is knowing the **best way to search!**

UMBCworks homepage

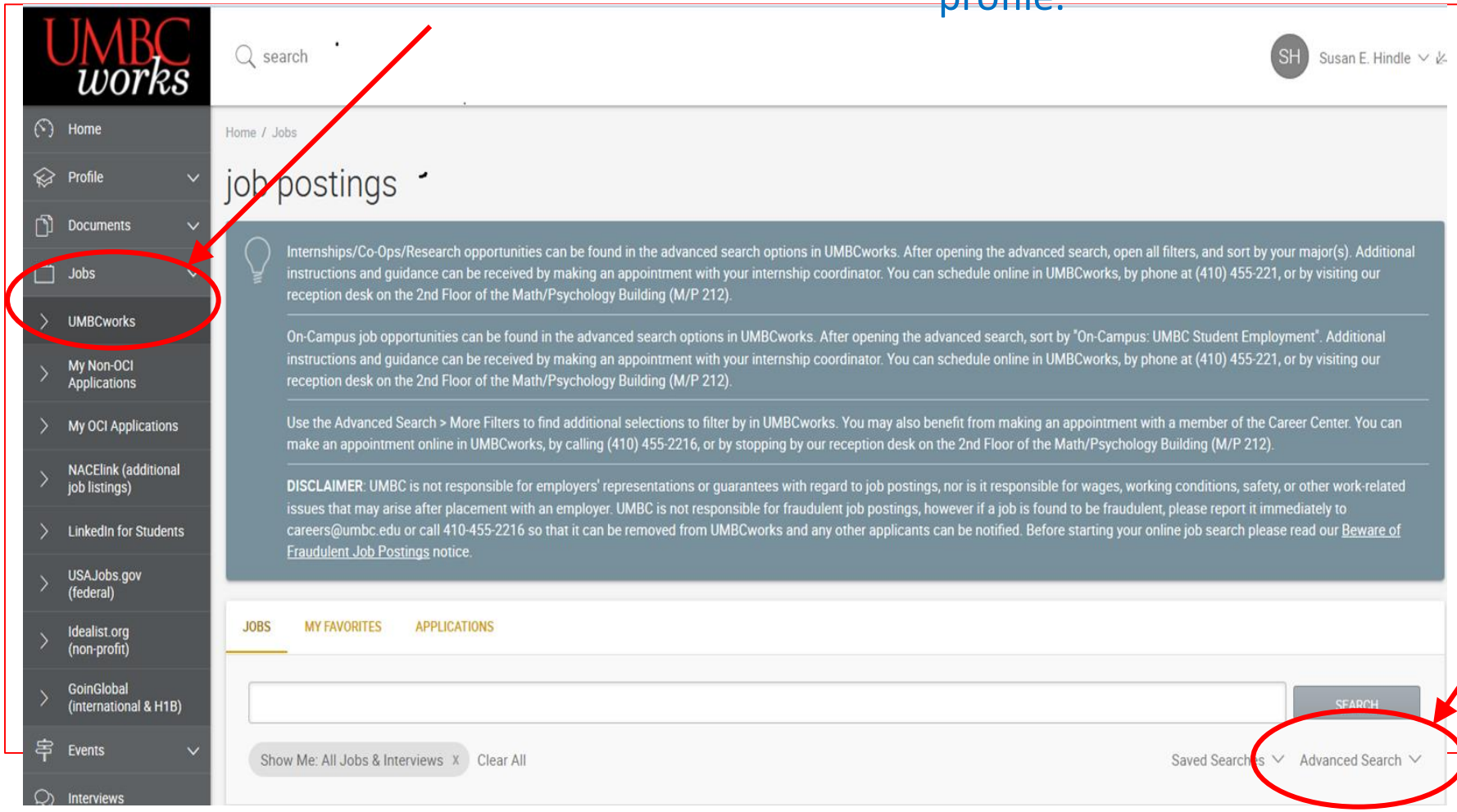
Where to find it:
myUMBC homepage > Topics > Jobs & Internships



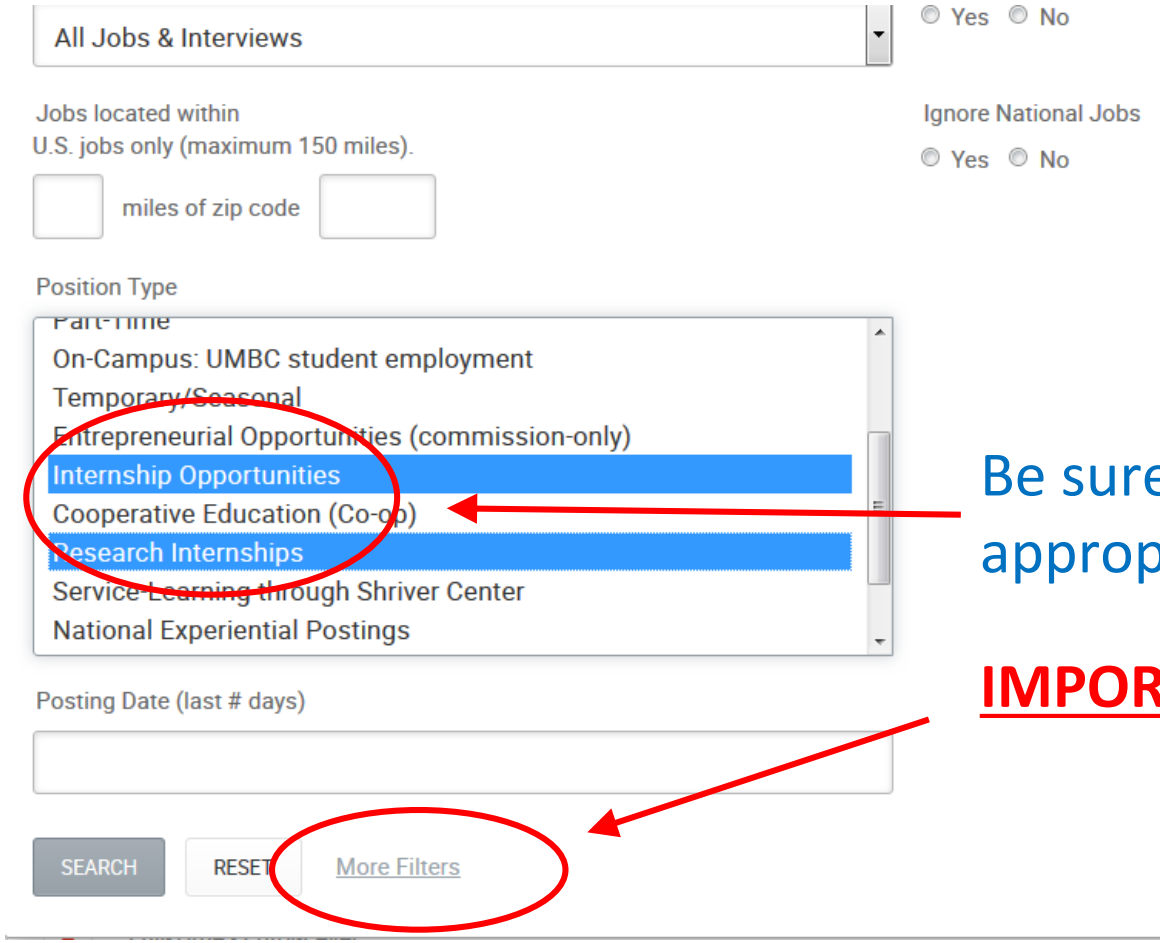
At navigation bar, select “Jobs”, then “UMBCworks”.

NOTE:

Before you begin, you will need to sign our professional conduct agreement and complete your profile.

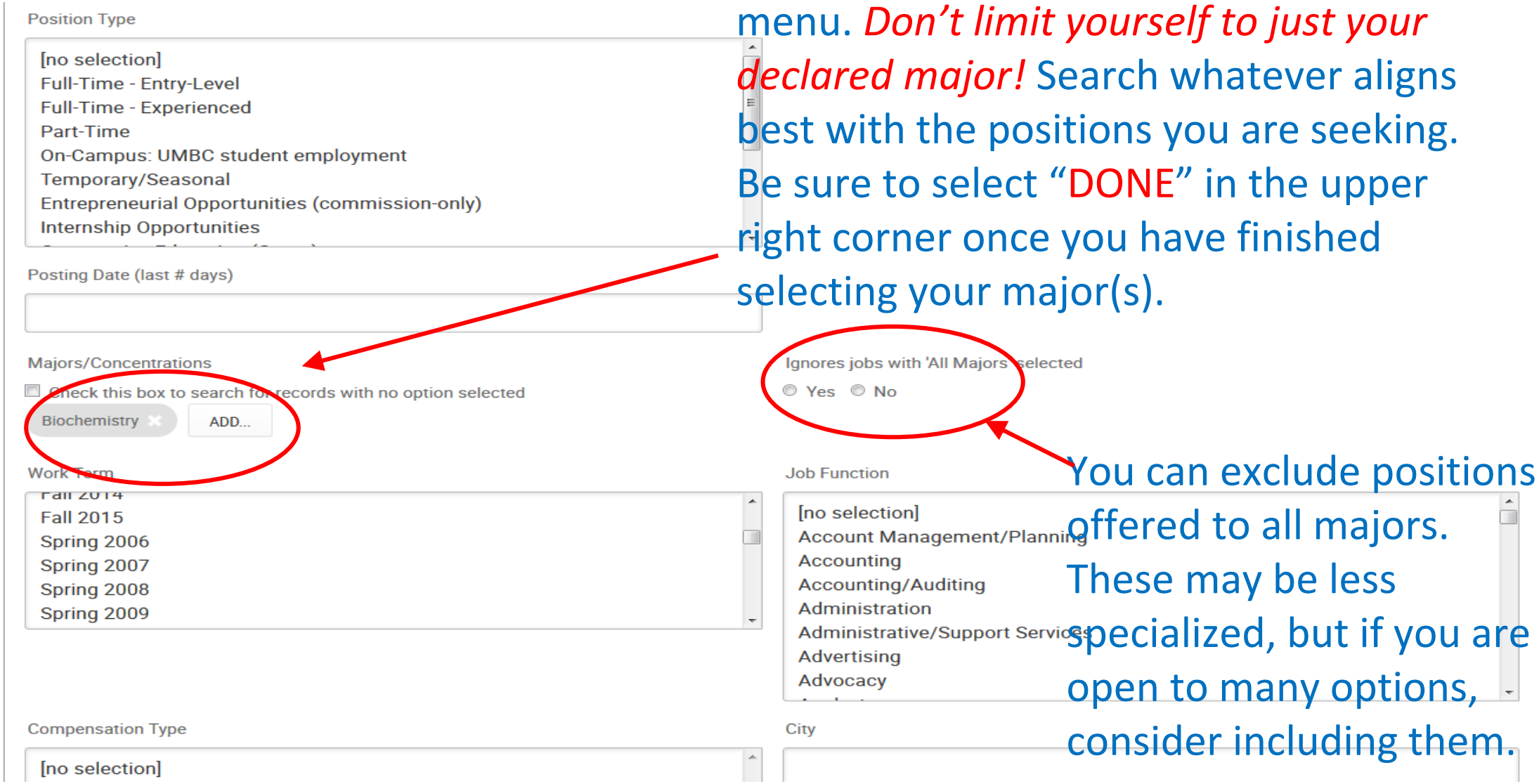


Select “Advanced Search”



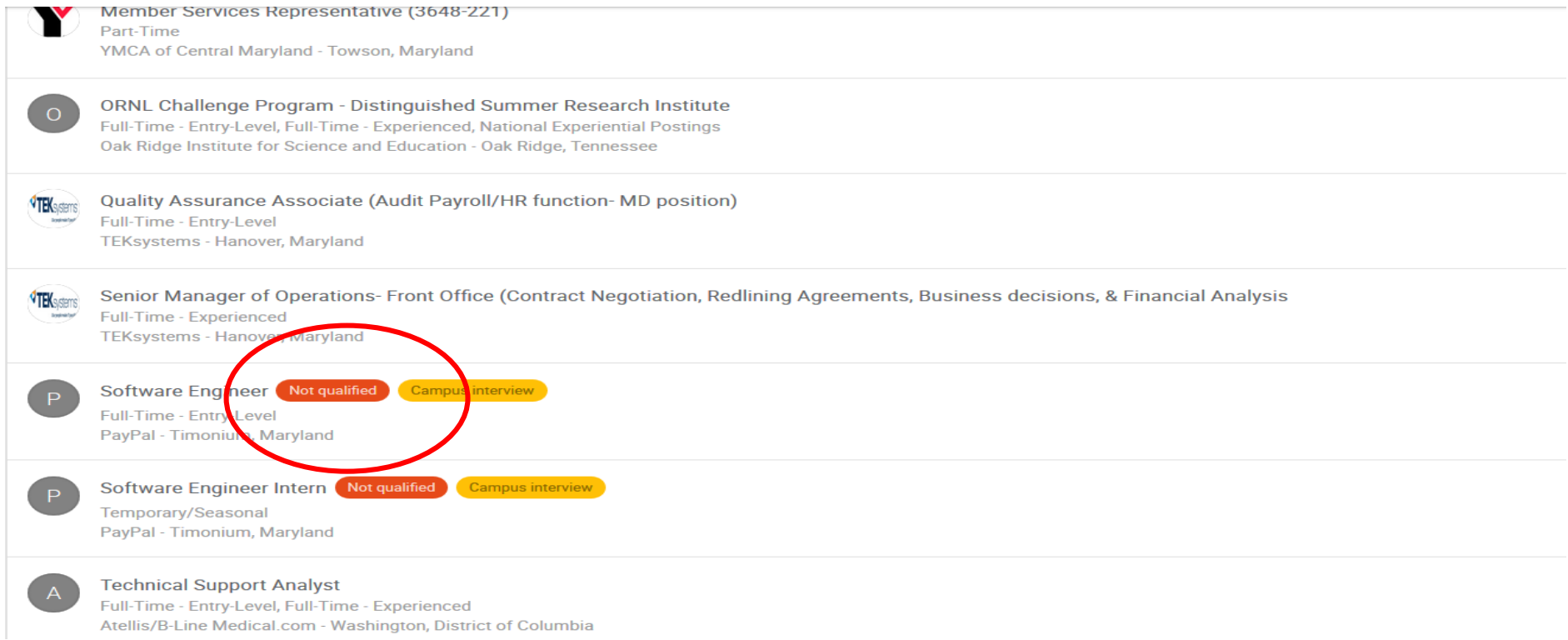
Be sure to search on the appropriate Position Type(s).

IMPORTANT: Click “More Filters”!

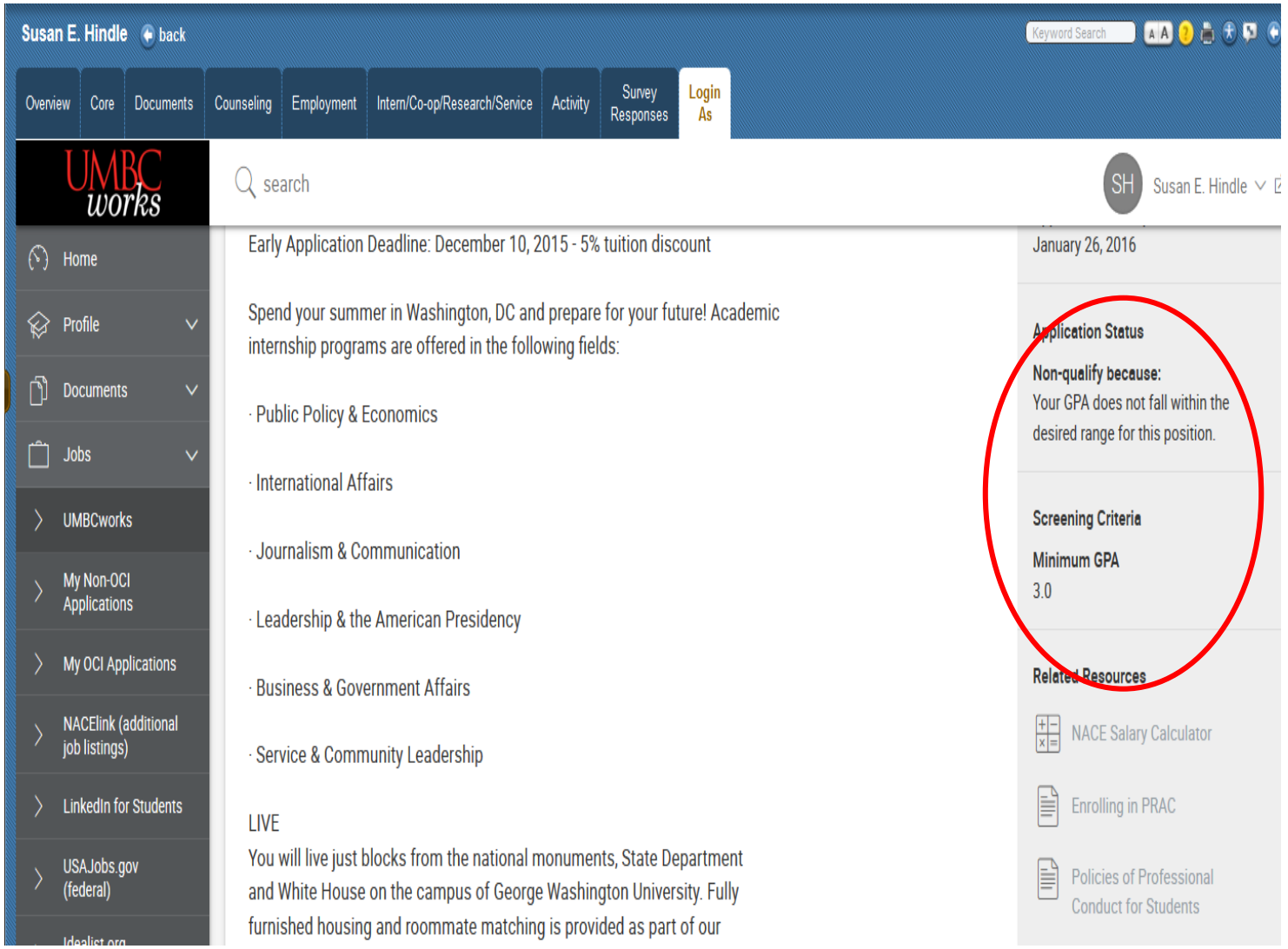


Select ***one or more*** majors from the menu. *Don't limit yourself to just your declared major!* Search whatever aligns best with the positions you are seeking. Be sure to select "DONE" in the upper right corner once you have finished selecting your major(s).

You can exclude positions offered to all majors. These may be less specialized, but if you are open to many options, consider including them.



When you run your search, you may see a "do not qualify" message for some positions. Click on position to learn why you do not qualify.



Potential "non-qualify" reasons:

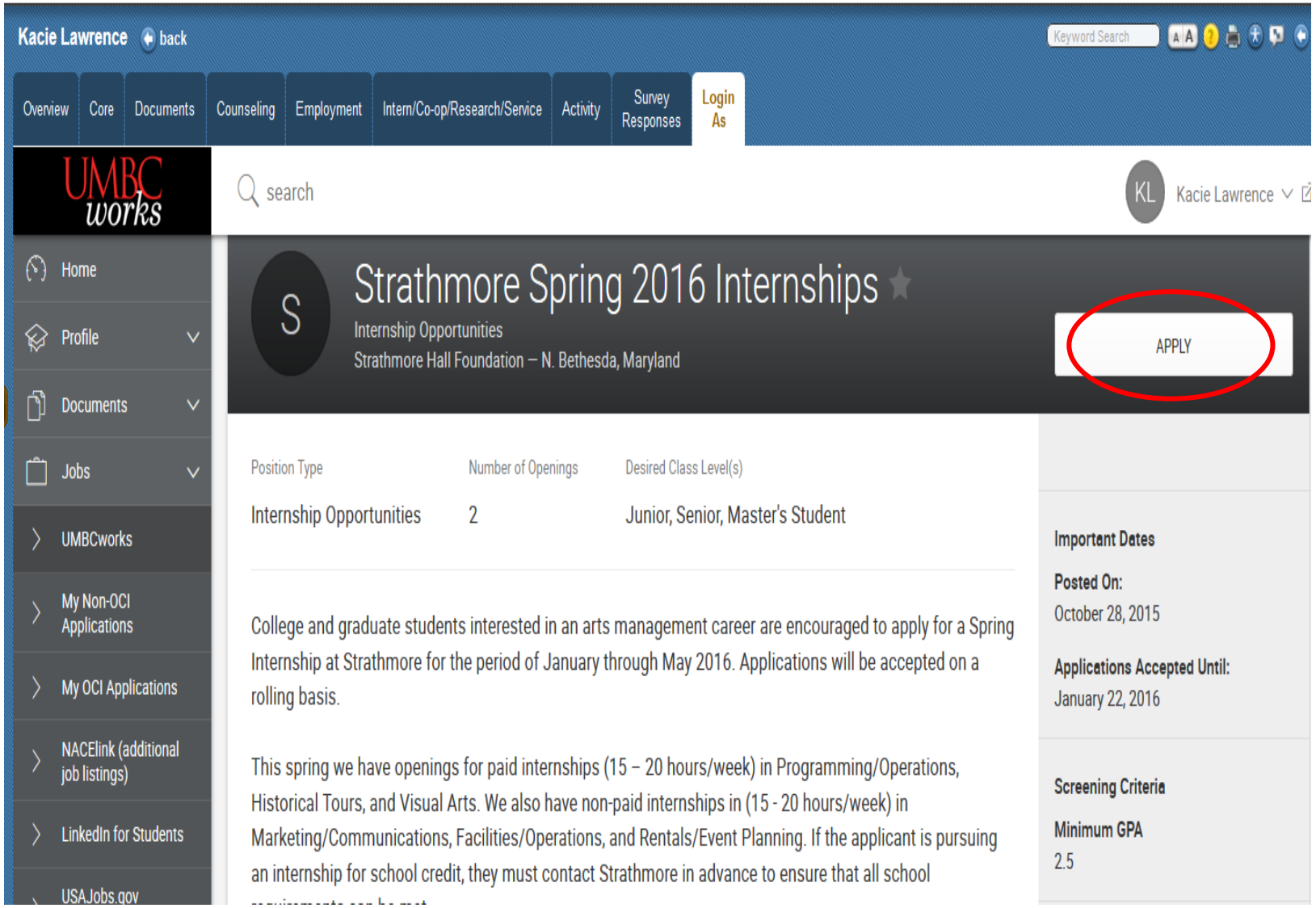
1) Your resume has not been uploaded and approved
1) Your GPA is lower than 2.5, or lower than the minimum set by the employer
1) Your graduation date doesn't fall within the desired time frame
1) The position may not align with your work authorization status (i.e., citizenship).

NOTE: If you are a first-semester transfer with at least 30 credits from your previous institution, you can use your previous GPA. The system will show your GPA as "0.0" until a Career Center staff member overrides it. Contact us at internships@umbc.edu for assistance.

If/when you DO qualify, you will be able to apply.

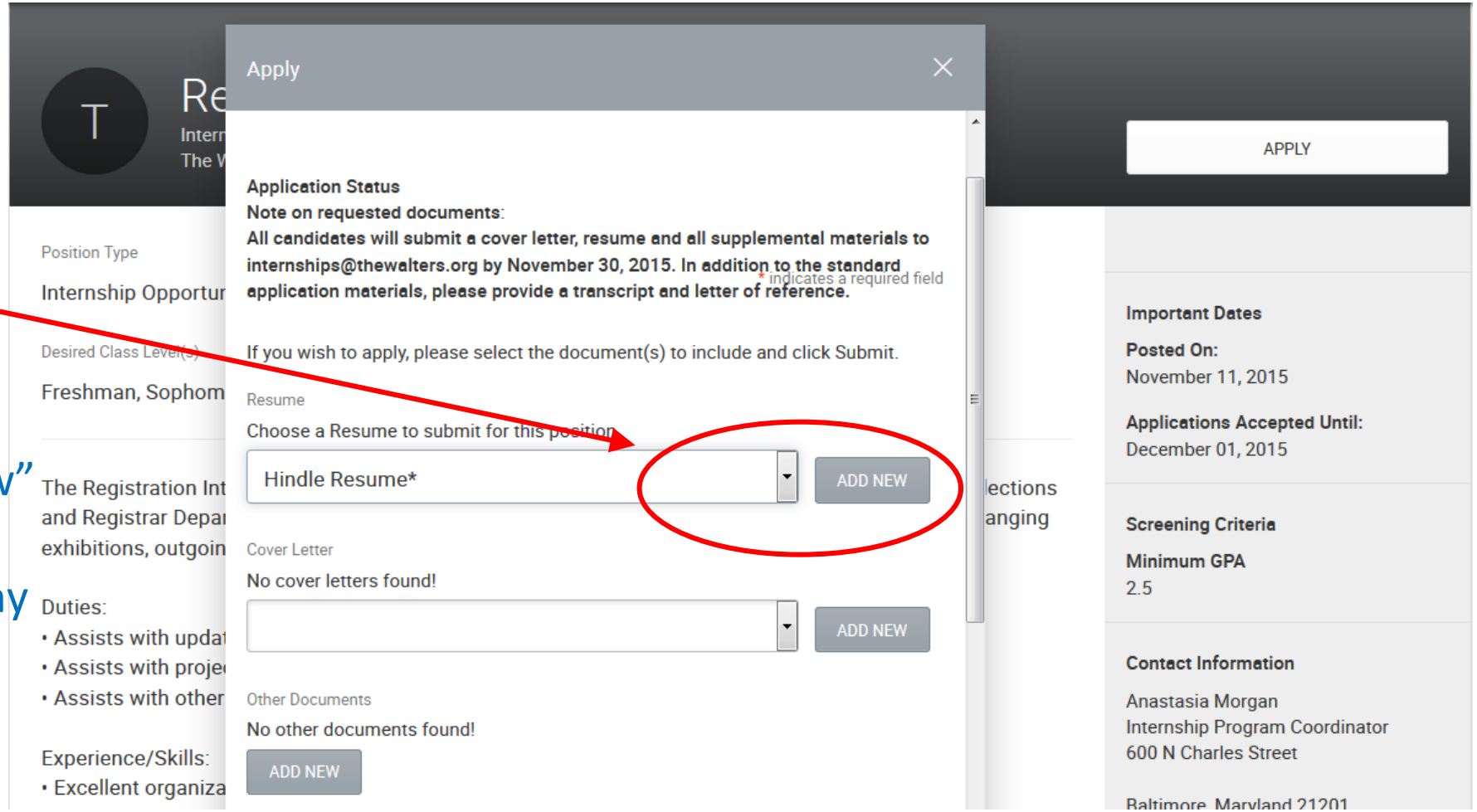
For some posts, you will see an ***"Apply"*** button. Click the button and use the drop down menus to select your document(s) to be sent via UMBC*works*.

Other posts will direct you to apply via an external site or e-mail address.



Be sure to select your most up-to-date, tailored resume!

Use the “Add New” button to add a new resume at any time.



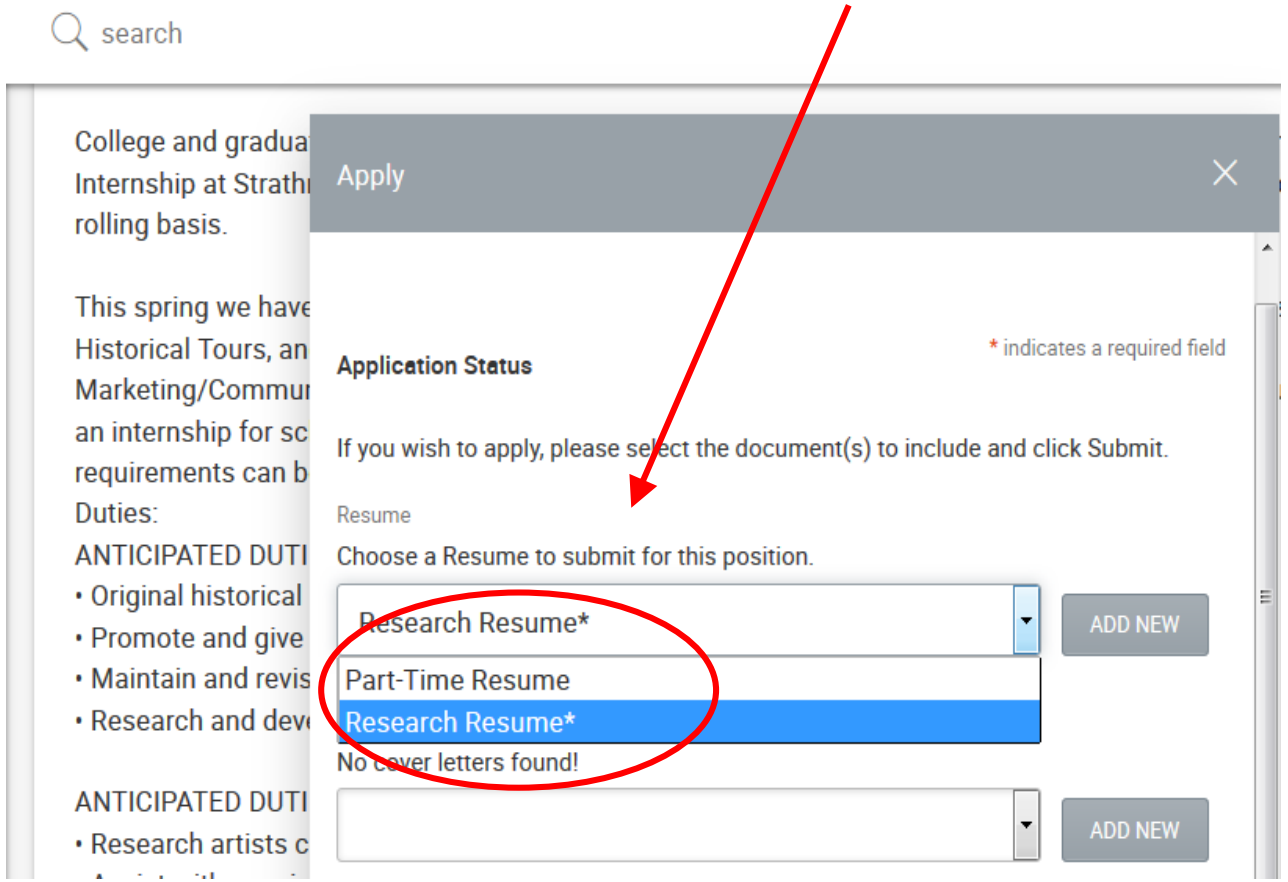
NOTE!

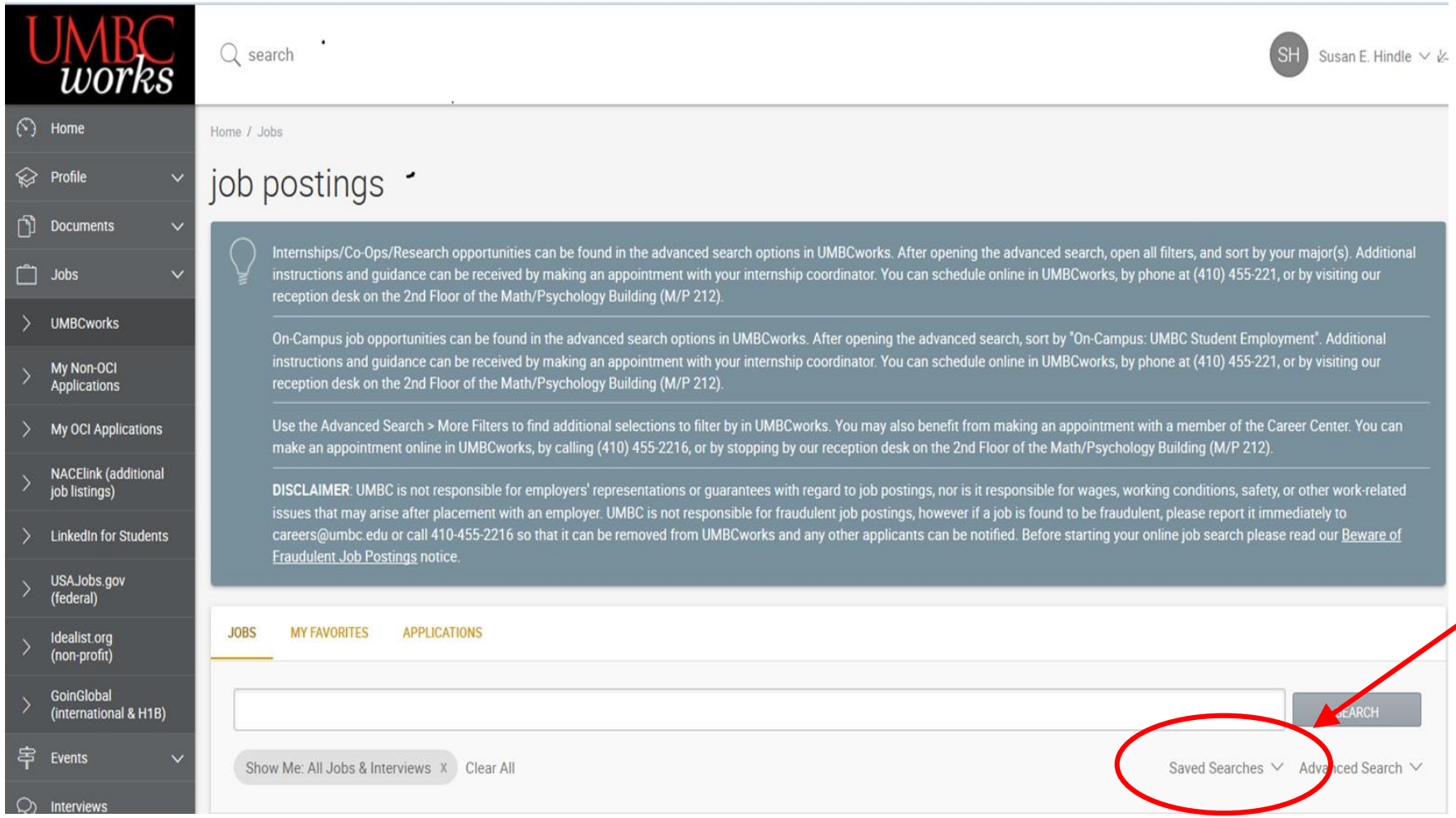
When you apply, you'll be able to choose which resume you send.

You can upload MULTIPLE resumes (up to 10) and cover letters to UMBCworks. In fact, you should! This allows you to ***tailor your resume to the position.***

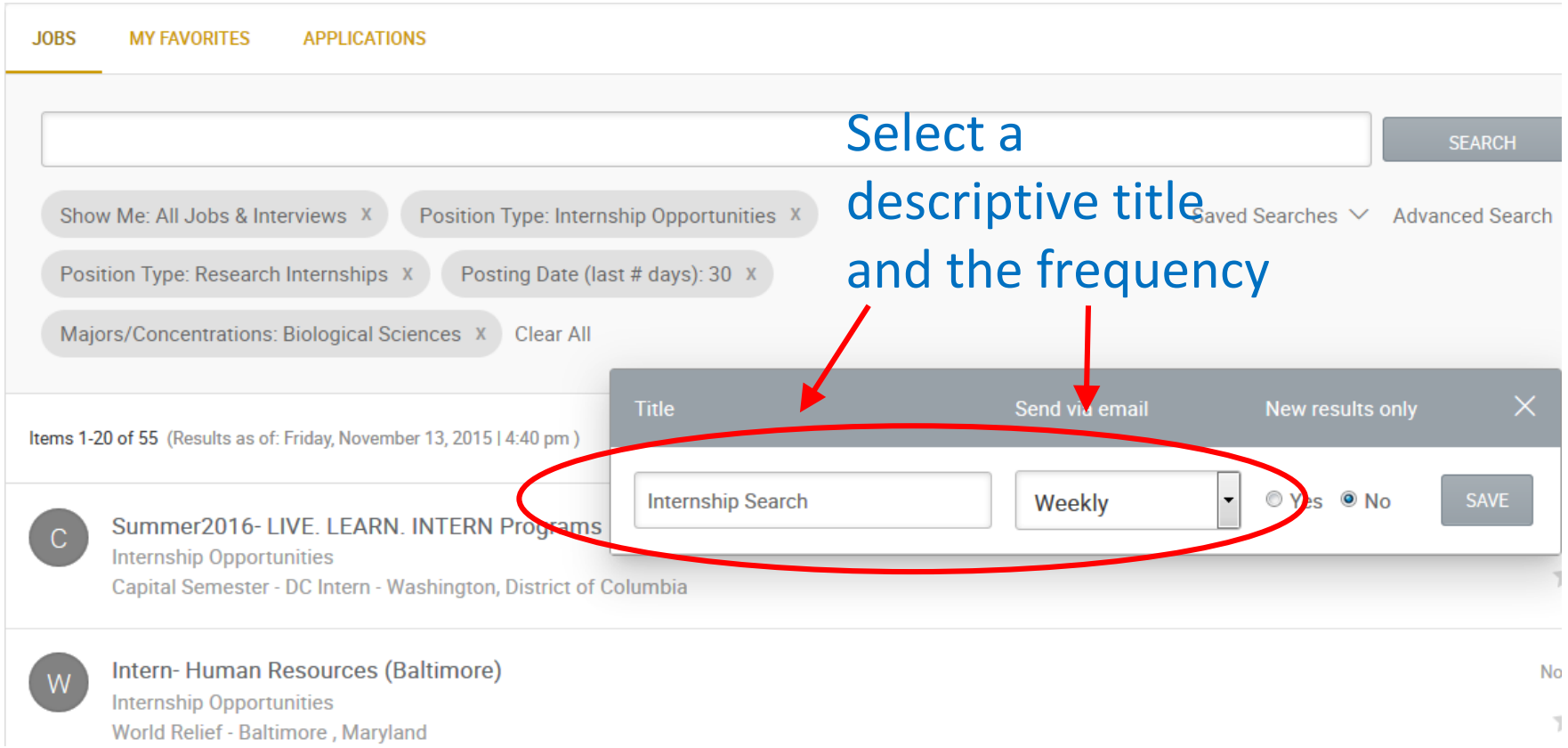
For example:

Your **"Part-Time Job Resume"** might emphasize your work experience, while your **"Internship Resume"** emphasizes coursework, projects, or activities related to your major.





You may also set a "**Saved Search**" to have searches automatically sent


JOBS
MY FAVORITES
APPLICATIONS
SEARCH
Show Me: All Jobs & Interviews x
Position Type: Internship Opportunities x
Position Type: Research Internships x
Posting Date (last # days): 30 x
Majors/Concentrations: Biological Sciences x
Clear All
Saved Searches
Advanced Search
Select a descriptive title and the frequency
Title
Send via email
New results only
Internship Search
Weekly
Yes
No
SAVE
Items 1-20 of 55 (Results as of: Friday, November 13, 2015 | 4:40 pm)
C
Summer2016- LIVE. LEARN. INTERN Programs
Internship Opportunities
Capital Semester - DC Intern - Washington, District of Columbia
W
Intern- Human Resources (Baltimore)
Internship Opportunities
World Relief - Baltimore , Maryland

Your next steps...

1. Browse the various types of positions: internships, co-ops, research, full-time, on-campus opportunities in **UMBC*works***
2. Create a draft resume and upload it to **UMBC*works***
3. Visit the Career Center -- come **during drop-in hours** or **make an appointment** - to have your resume reviewed and approved.

Questions?

Get help with resume and cover letter writing, interviewing skills, networking, and more at the Career Center.

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