

CareerSearch is an on-line, searchable database of over 4 million organizations along with contact names, addresses, phone numbers, and background information. This database can be searched by industry (i.e., environmental consulting), location (i.e., Hartford, CT), and/or keyword (i.e., hydrogeology). CareerSearch can be an invaluable tool in helping you identify organizations with potential internship or full-time job opportunities; however, it does not provide you with a list of jobs.

Because of its size and comprehensiveness, it can be slightly confusing for beginners. The more you know about the type of organization(s) you are looking to intern/work at, the more this resource will be useful to you. Ideally, as you begin your search, you will have in mind a career field/industry (or two) as well as a geographic location.

If you have questions about using CareerSearch, please meet with a career counselor to make sure that you are getting the information you seek.

GETTING STARTED & SELECTING CRITERIA

1. Go to > Hamilton College Career Center home page > Site Map > [CareerSearch](#)
2. Click > [Log in now](#), under **RETURNING USERS**
3. Then click [Search](#).
4. You will see a list of **Industry** areas. You can select a broad **industry**/career field or narrow your choice by clicking on an industry area to see a list of *subcategories*. When you have narrowed your search, select that area by clicking in the circle on the left.
5. Click **Locations** at the top of the page to add location criteria to your search. The process for narrowing down and selecting a location is the same as what you did in the **industry** area. You can also search **by ZIP Code Radius** or **by Metro area**.
6. In addition, you may choose to include a keyword in your search criteria. If so, click on **KeyWords** and enter one or more keywords in the *Description* field to further narrow your search. The system will search the description of each organization for the word(s) entered.
7. Click **Search Summary** at the top of the page to see the number of companies that match your criteria (industry, location and/or keywords). To see the full list of companies, click **Review Results**. By clicking on the name of the individual companies, you see more detailed information for each organization. You also have the option of downloading or saving your results by using the **View/Print Reports** &/or **Save Results** options at the top of the page.
8. Click **New Search** in the upper right corner of the screen to start over.

SAMPLE SEARCH

- Industry** > Consultants
Subcategory > Environment, Geology, and Land Use
Location > Connecticut > Hartford
KeyWords > Hydrogeology
Results > Abacus Environmental
Cambridge Analytics
Consulting Environmental Engineers
Etc.

FOLLOW-UP

Once you have generated a prospect list, determine whether the organizations have internship or full-time opportunities by:

- visiting their web site,
- sending an e-mail or writing an exploratory letter, and/or
- calling the department of human resources at the respective organization