GET TO KNOW CareerQuest

Career Services is pleased to offer CareerQuest to students and alumni of University of Maryland University College (UMUC). CareerQuest is a complete online career management system that puts powerful job search tools right at your fingertips.

YOUR JOB SEARCH, ON YOUR TIME

Research companies and careers, post your résumé, find contacts in your industry, and more, 24 hours a day, seven days a week. With CareerQuest, you can

• Add your résumé to UMUC’s online database so local and national hiring managers can find you
• Search for jobs and internships posted directly by companies interested in hiring UMUC students and alumni
• Search for companies
• Apply for jobs and internships online
• Schedule interviews
• Receive notifications of new job and internship postings
• Sign up for Career Services’ Federal Announcement listserv
• Access job and career-related announcements, articles, and blogs
• Consult the calendar for upcoming job fairs and federal résumé writing seminars
• Check the resource library for company information session invitations
• Find other job search resources
• Register for events sponsored by Career Services
• Connect with alumni

EVERYTHING YOU NEED, ALL IN ONE PLACE

Within CareerQuest, integrated applications and platforms enable you to perform all the functions previously described. Just click on the appropriate button, icon, or menu item on CareerQuest’s home page.

CareerShift: Allows you to organize, manage, and record your job search securely from any computer at any time. Search, select, and store listings from job boards and company Web sites; access up-to-date contact information for millions of organizations; create personal marketing campaigns; and more.

Optimal Résumé: Offers a variety of tools to help you create, present, manage, and share your professional credentials with your network and across social networking sites. Manage an unlimited number of career documents from one central location, create your own professional Web site with an easy-to-use Web site builder, and more.

Going Global: Features Country Career Guides packed with country-specific career information, expert advice, and insider tips for finding employment opportunities at home and abroad.

The CampusCareerCoach.com: Provides practical answers to career questions.

Alumni Career Connection: Connects you with UMUC alumni working in industries or career fields of interest to you and offers alumni an opportunity to give back to their alma mater.
Use CareerQuest's Job Search function to gain instant access to some of the world's leading job search Web sites . . .

**CareerBuilder:** The largest online job site in the United States.

**CareerRookie:** A division of CareerBuilder that connects students and recent graduates to the nation's top employers.

**Indeed Jobs:** The number one job site in the world, available in more than 50 countries and 26 languages, covering 94 percent of the global gross domestic product.

**Internships.com:** Connects students, educators, and employers to internship opportunities.

Also available from the Career Services Web site . . .

**Résumé and Cover Letter Tutorial:** Craft the best résumé and cover letters possible with tutorials developed especially for UMUC students.

**Online Guide to Career and Job Search Resources:** Prepare for your future career with this comprehensive subject index of resources for online books and Web sites that cover job searches, occupation research, résumés, cover letters, interviewing, networking, and more.

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**EXPERIENCE CareerQuest TODAY**

If you are ready for a serious job search or career development program, CareerQuest is the one tool that does it all. From finding your first internship to landing that ultimate power job, look no further than CareerQuest.

Visit UMUC's Career Services Web page at [www.umuc.edu/careerservices](http://www.umuc.edu/careerservices) and click on the CareerQuest button in the right navigation bar to find out more.

Questions? Contact Career Services at 240-684-2720 or e-mail careerservices@umuc.edu.