

Job Search Strategies Handbook

Office of Career Services and
Cooperative Education



SUFFOLK
UNIVERSITY

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WELCOME TO THE JOB SEARCH PROCESS

Although the Internet has revolutionized the job search process, finding employment in your niche requires a broader, more proactive approach. The most successful job hunters use these essential strategies:

- a clear focus on the job desired
- a targeted resume that demonstrates experience and skills
- a “big tent” search that taps multiple resources
- a willingness to network and initiate contact with employers
- a dogged persistence in realizing your goal

All of the following resources will help you conduct your comprehensive, successful job search.

ACCESS THE RESOURCES OF CAREER SERVICES & COOPERATIVE EDUCATION

Employers contact us daily looking for talent, and organizations regularly invite our students to industry-specific job fairs and career expos. Here’s how to take advantage:

www.suffolk.experience.com—our online platform for job postings: full-time listings, paid co-ops, and unpaid internships. This site also gives you access to VAULT, a comprehensive online career library. To establish an account and register, contact our office for the password.

Facebook—Friend our office (www.facebook.com/sucareers) and get regular updates on important career events and useful career tips from sources like the National Association of Colleges & Employers, *The Wall Street Journal*, and *The New York Times*.

www.suffolk.edu/careers—Our home page provides access to the full array and complement of career resources and services, including “Useful Links” (*www.suffolk.edu/campuslife/5094.html*).

TARGETED INTERNET SITES

Many Internet sites list positions and update them regularly. Identifying sites specific to your career interests for more targeted listings is likely to be more helpful than popular sites like monster.com and craigslist. For example, *www.idealists.org* is an excellent site for opportunities in nonprofit organizations; the American Marketing Association's site, *www.amaboston.org*, is specific to both the field and the city.

For a list, refer to "Resources and Professional Associations by Career Field" beginning on page 5

PROFESSIONAL AND TRADE ASSOCIATIONS

Tapping the resources of professional and trade associations in your niche is essential. Virtually every career field has professional associations that respond to the needs of their constituencies. For example, the Northeast Human Resources Association assists human resource professionals and students who aspire to join this field. Associations are great resources for your job hunt as they post job openings online; offer networking opportunities at workshops, conferences, and social gatherings; provide the names and contact information of association officers; and inform job seekers of current industry trends.

For a list, refer to "Resources and Professional Associations by Career Field" on page 5

NETWORKING

Asking contacts for referrals is one of the most effective and efficient ways to meet the professionals who may aid your search. The Alumni Office's Online Community and Alumni Directory can provide potential access to alumni in your career field/industry. You should also consider any group with which you are affiliated—college, high school, family, friends, health club, special interests groups, etc.—as a potential networking source. Connections are out there; you must be willing to ask for their advice and assistance.

For more information, refer to "Accessing the Alumni Directory," "The Art of Networking," and "Networking Questions" on pages 12–15

TARGETED DIRECT MAIL CONTACT

You can also generate leads and interviews by initiating direct contact with employers of interest. For example, if your niche is biotechnology, you can identify key employers in the field and approach them. Career Search (www.careersearch.net), our newest resource, provides online access to a nationwide database of employers in virtually all industries, including for-profits and non-profits. Suffolk students and alumni can access Career Search by requesting the “client referral code” (password). In addition to our office, the Sawyer Library has many resources that will help you identify these employers. To enhance your chances of success, send a targeted cover letter and resume to the hiring manager of chosen companies, outlining your interests, strengths, and assets. Follow-up a week later with the goal of meeting in person to discuss current or future hiring needs.

For a list of 35+ industry-specific employers, refer to “The Book of Lists” on page 16

STAFFING AGENCIES/EXECUTIVE SEARCH FIRMS

Agencies fill entry-level support, administrative, and professional positions. Executive search firms specialize in working with more senior management-level job-seekers. Seek out agencies that focus on your niche (i.e., finance, IT, nonprofit, marketing, etc.) or ask friends if they have had any positive experiences with agencies. Temporary and temporary-to-permanent situations may also prove viable options—especially if they help you build marketable skills and relevant experiences. Generally, employers pay placement fees directly to these staffing firms, so there is no cost to you.

For a list of these agencies, refer to “Staffing Agencies, Temporary Placement Firms, and Executive Search Firms” on page 22

JOB FAIRS

Job fairs give you the opportunity to meet directly with multiple employers in a concentrated time frame. Though employers do not extend job offers at career expos, they do prescreen candidates and extend invitations to more in-depth interviews at a later date. Job fairs may cover a wide variety of interests or may be industry-specific (for instance, Government Careers Forum holds a job fair and our office holds the annual Meet the Firms Public Accounting Expo).

For more information, refer to “Job Fairs” on page 18.

ON-CAMPUS RECRUITING

Graduating students may interview with employers who visit our campus. These employers will prescreen and select candidates to interview.

For more information, refer to “On-Campus Recruiting” on page 19

PART-TIME, INTERNSHIP, AND FREELANCE OPTIONS

While most graduating students seek full-time positions with benefits, you should not dismiss the possibilities offered by part-time positions and internships. These positions can help you build your skill-set, enhance your experience, expand your network, and make you more competitive for permanent positions.

JOB SEARCH GROUPS

Career-related groups present another way to network, increase job search savvy, and learn of job openings. For example, Media Bistro, an association for media professionals, hosts networking nights for job-seekers hoping to connect with potential employers. There are more general groups, too, like WIND Networking, Acton Networkers, and ExecuNet, that can offer you advice and prospective leads.

For more information, refer to “Job Search Groups” on page 27

Additional lists of resources and handouts are available at our office.

RESOURCES AND PROFESSIONAL ASSOCIATIONS BY CAREER FIELD

Those marked by an asterisk (*) offer discounted student memberships.

ONE-STOP SEARCH SITE

www.indeed.com

www.simplyhired.com

ACCOUNTING

- American Accounting Association—*www.aaahq.org**
- American Institute of Certified Public Accountants—*www.aicpa.org**
- Institute of Management Accountants—*www.imanet.org**
- Massachusetts Society of Certified Public Accountants—*www.msccaonline.org**
- National Association of State Boards of Accountancy—*www.nasba.org*

BIOLOGY AND CHEMISTRY

- American Chemical Society—*www.acs.org**
- American Institute of Biological Sciences—*www.aibs.org**
- American Society for Biochemistry & Molecular Biology—*www.asbmb.org**
- Massachusetts Biotechnology Council—*www.massbio.org*
- Listing of Jobs in Science-Related Fields—*www.newscientistjobs.com*

COMMUNICATION AND JOURNALISM

- Advertising Club of Greater Boston—*www.adclub.org*
- American Association of Advertising Agencies—*www.aaaa.org*
- American Marketing Association (Boston Chapter)—*www.amaboston.org**
- Journalism Jobs—*www.journalismjobs.com*

- Massachusetts Broadcasters Association—
www.massbroadcasters.org
- Massachusetts Film Office—*www.mafilm.org*
- New England Newspaper and Press Association—
www.nenpa.com
- Print Journalism—*www.cubreporters.org*
- Public Relations Society of America—
*www.prsa.org, www.prsaboston.org**
- Publicity Club of New England—*www.pubclub.org**
- *www.mediabistro.com* (media/journalism-related fields)
- *www.talentzoo.com* (communication- and media-related)

COMPUTER SCIENCE

- Association for Computing Machinery (ACM)—
*www.acm.org**
- Computing Research Association (CRA)—*www.cra.org**
- IEEE Computer Society—*www.computer.org**
- IEEE Computational Intelligence—*www.ieee-cis.org**
- USENIX The Advanced Computing Systems
Association—*www.usenix.org**

ECONOMICS

- National Association for Business Economics—
*www.nabe.com**

EDUCATION

- Massachusetts Department of Education—
www.doe.mass.edu
- Massachusetts School Counselor Association—
*www.masca.org**
- Massachusetts Association of School Superintendents—
www.massupt.org
- National Association for Bilingual Education—
*www.nabe.org**
- School Spring (K–12 listing nationwide)—
www.schoolspring.com
- Teachers @ Work—*www.teachersatwork.com*

ENTREPRENEURSHIP

- The Global Network of Entrepreneurs—
*www.tie-boston.org**
- Boston Entrepreneurs' Network—*www.boston-enet.org**

ENVIRONMENTAL/GREEN

- Appalachian Mountain Club—www.outdoors.org
- Conservation Law Fund—www.outdoors.org
- Environmental Business Council of New England—www.ebcne.org
- Environmental Defense Fund—www.edf.org
- Environmental League of Massachusetts—www.environmentalleague.org

FINANCE

- American Bankers Association—www.aba.com
- Association for Corporate Growth—www.acgboston.org
- Association for Financial Professionals—www.afponline.org
- Boston Women in Finance—www.bostonwomeninfinance.org*
- Massachusetts Bankers Association—www.massbankers.org
- Massachusetts Mortgage Bankers Association—www.massmba.com

FINE ARTS

- Massachusetts Cultural Council (MCC)—www.massculturalcouncil.org
- New England Foundation for the Arts—www.nefa.org

GOVERNMENT

- American Political Science Association—www.apsanet.org*
- American Society for Public Administration National Chapter—www.aspanet.org*
- Idealist—www.idealists.org*
- International Development—www.devnetjobs.org
- Commonwealth of Massachusetts—www.mass.gov
- Massachusetts Municipal Association—www.mma.org
- Massachusetts Institute for a New Commonwealth—www.massinc.org
- United Nations Association of Greater Boston—www.unagb.org*
- USA Jobs—www.usajobs.gov
- World Affairs Council of Boston—www.worldboston.org*

GRAPHIC DESIGN

- American Institute of Graphic Arts (AIGA)—
*www.aiga.org**
- Graphic Artists' Guild (GAG)—*www.gag.org**
- International Council of Graphic Design Associations—
www.icograda.org
- Massachusetts Innovation and Technology Exchange—
*www.mitx.org**
- Society of Typographic Aficionados (SoTA)—
*www.typesociety.org**
- The Ad Club—*www.adclub.org*

HEALTH CARE

- Health Care Careers in Massachusetts—
www.mahospitalcareers.com
- Health Career Options—*www.masspulse.org*
- Massachusetts Hospital Association—*www.mhalink.org*

HOSPITALITY

- Association of Travel Marketing Executives—*www.atme.org*
- Massachusetts Lodging Association—*www.masslodging.com*
- Massachusetts Restaurant Association—
www.marestaurantassoc.org
- Massachusetts Department of Travel and Tourism—
www.massvacation.com
- Meeting Planners International/New England Chapter—
*www.mpine.org**

HUMAN RESOURCES MANAGEMENT

- Human Resources Jobs—*www.nationjob.com/hr*
- Northeast Human Resources Association—
*www.nebra.com**
- Society for Human Resource Management—
*www.shrm.org**

INFORMATION SYSTEMS/ENGINEERING

- American Society for Information Science—*www.asis.org**
- Association for Computing Machinery—*www.acm.org**
- Association of Information Technology Professionals—
*www.aitp.org** / Boston Chapter—*www.bostonaitp.org*
- Institute for the Certification of Computer Professionals—
www.iccp.org

- Institute of Electrical & Electronics Engineering—
www.ieee.org *
- Mass High Tech (*Journal of New England Technology*)—
www.masshightech.com
- Mass Tech Leadership Council—*www.masstlc.org*
- Massachusetts Innovation and Technology Exchange—
www.mitx.org *
- Massachusetts Network Communications Council—
www.massnetcomms.org
- Society for Information Management—*www.simnet.org*
and *www.bostonsim.com*
- The Software Jobs—*www.softwarejobs.com*

INTERIOR DESIGN

- American Society of Interior Designers—*www.asid.org* *
- International Furnishings & Design Association—
www.ifda.com *
- International Interior Design Association—*www.iida.org* *

INTERNATIONAL

- Global Business Alliance of New England—*www.gbane.org*
- Massachusetts Export Center—*www.mass.gov/export*
- United Nations Association of Greater Boston—
www.unagb.org *
- World Boston—*www.worldboston.org* *

MANAGEMENT

- American Management Association—*www.amanet.org* *
- Project Management Institute—*www.pmi.org* *
- Purchasing Management Association of Boston—
www.p Maboston.org

MARKETING

- American Association of Advertising Agencies—
www.aaaa.org
- American Marketing Association—
www.marketingpower.com *
- American Marketing Association Boston Chapter—
www.amaboston.org *
- Marketing Science Institute—*www.msi.org*
- National Sports Marketing Networking—
www.sportsmarketingnetwork.com *

- New England Direct Marketing Association—
www.nedma.com
- Public Relations Society of America—*www.prsa.org*
- *www.talentzoo.com* (marketing- and media-related)

MATHEMATICS

- American Mathematical Society (AMS)—*www.ams.org**
- Employment Information in the Mathematical Sciences—
www.ams.org/eims
- Mathematical Association of America(MAA)—
*www.maa.org**
- Society of Actuaries(SOA)—*www.soa.org**
- Society of Industrial and Applied Mathematics—
*www.siam.org**

PARALEGAL

- American Association of Paralegal Education—
www.aafpe.org
- American Bar Association—*www.abanet.org**
- Boston Bar Association—*www.bostonbar.org*
- Greater Boston Legal Services—*www.gbpls.org*
- Massachusetts Bar Association—*www.massbar.org**
- Massachusetts Lawyers Weekly—*www.masslaw.com*
- Massachusetts Paralegal Association—
*www.massparalegal.org**
- National Association of Women Lawyers—*www.nawl.org**
- National Federation of Paralegal Associations—
*www.paralegals.org**

PSYCHOLOGY AND SOCIOLOGY

- Action Without Borders—*www.idealists.org*
- American Correctional Association—*www.aca.org**
- American Psychiatric Association—*www.psych.org**
- American Sociological Association—*www.asanet.org*
- Correctional Association of Massachusetts—
*www.corrections.com/cam**
- Family Service of Greater Boston—*www.fsgb.org*

REAL ESTATE

- Building Owners & Managers Association of Boston—
www.gbreb.com/boma

- Commercial Brokers Association—www.gbreb.com/cba
- Real Estate Finance Association—
www.gbreb.com/refa.aspx

SPORTS

- New England Sports Network (Boston Chapter)—
<http://sportsmarketingnetwork.com/chapters/boston.shtml>

THEATRE ARTS/ENTERTAINMENT

- Entertainment Careers—www.entertainmentcareers.net
- Theatre Communications Group—www.tcg.org

YOUNG PROFESSIONALS

- Boston Young Professionals Association—
www.bostonypa.com
- Cape Cod Young Professionals—
www.capecodyoungprofessionals.org*

AHANA AND OTHER AFFINITY GROUPS**

- Association of Latino Professionals in Finance and Accounting—www.alpfa.org*
- Asian American Lawyers Association of Massachusetts—
www.aalam.org*
- Greater Boston Business Council—www.gbbsc.org*
- Latino Professional Network—www.lpn.org*
- Massachusetts Association of Hispanic Attorneys—
www.mahaweb.org*
- National Association of Asian American Professionals (NAAAP)—
www.naaapboston.org*
- National Society of Black Engineers—www.nsbe.org*
- National Association of Black Accountants, Inc. (NABA)—
www.nabainc.org*
- National Black MBA Association (NBMBA)—
www.nbmbaa.org*
- National Society of Hispanic MBAs—www.nshmba.org*
- The Partnership, Inc.—www.thepartnershipinc.org
- Women's Network of the Boston Chamber of Commerce—
www.bostonchamber.com/cwt/external/wcpages/programs/women's_network.aspx

** African-American, Hispanic, Asian-American, Native American

ALUMNI DIRECTORY

Suffolk's Online Directory lists University alumni who can potentially talk with current students and fellow alumni about their careers, industry information/tips, and possible referrals and job leads. This directory represents alumni working in a wide range of industries and fields.

To access the Online Directory,

- Go to *www.suffolk.edu/alumni*
- Enter the Online Community
- Alumni and students in their last year at Suffolk may register for online access via the “first-time user” prompt. Other students must speak with a career counselor before getting access.
- Explore potential contacts in the Online Directory.
- Search these resources for alumni who meet your parameters regarding career field, industry of interest, specific employer, location, etc. Usually, two of these criteria (for example, location and field) will give you a good list from which to work.
- Send an e-mail to alumni indicating your Suffolk connection, the directory, and your interest in seeking their career-related advice (ideally in a 30-minute meeting). Schedule a phone appointment if the contact is either long-distance or unable to meet you in person. You may also gain valuable information over e-mail.

THE ART OF NETWORKING

WHAT IS NETWORKING?

- Seeking people who can offer career information, ideas, advice, and access
- Developing long-lasting professional connections
- Identifying the “hidden” job market—those opportunities that may not be advertised
- Helping others by making introductions and sharing information
- Asking people for information and referrals, not for jobs

WHO DO YOU NETWORK WITH?

- Everyone you know—friends, family, acquaintances, classmates
- Suffolk alumni, accessible through the Online Directory
- Professional associations and conferences
- LinkedIn.com and listservs serving your chosen profession

WHAT ARE INFORMATIONAL INTERVIEWS?

- The ultimate goal of networking—30-minute meetings with contacts for career advice
- Your chance to ask targeted questions about the contact’s field and company
- Helpful discussions that may lead to referrals, job leads, and unique resources
- Encounters with professionals in your field with whom you can follow-up in the future

NETWORKING QUESTIONS

Come to an informational interview prepared with questions. Here are some suggestions.

ASK ABOUT YOUR CONTACT

- How did you get into this field? What special skills did you have before entering it?
- What aspects do you like and dislike most about your job?
- Who do you interact with on a regular basis?
- What is a typical day like?
- What information must you have to succeed and advance in this job/industry?
- What is your workplace culture like? How does it compare to your past experiences, and is there an “industry culture”?
- What do you enjoy the most, and least, about your job?
- Would you consider working in related fields? If so, which?

ASK ABOUT THE FIELD/INDUSTRY

- What market and employment trends affect this industry?
- Who are the market leaders and how did they earn their leadership?
- What are the emerging/growing companies?
- How would my background mesh with this field?
- Are people in this industry receptive to people coming from other industries?
- Could I investigate this field via an internship?
- What are other sources of information about this industry?
- What are the salary ranges for people at various levels in this industry?
- Do you recommend certain professional associations?
- Is there anyone else you think I should contact?

ASK FOR PERSONAL FEEDBACK

- Would you be willing to suggest how I might improve the content and format of my resume?
- Based on my background, what kinds of jobs do you think I should consider?
- Which skills are most valued by employers?
- May I stay in touch with you?

CAREER SEARCH AND INDUSTRY LISTS

Ready to conduct a targeted direct mail campaign to employers of interest? You can benefit greatly from our newest online resource—Career Search (www.careersearch.net). This online directory of comprehensive, up-to-the-minute contact information on almost four million employers will help you tailor your search within your ideal field/industry. The Book of Lists, compiled by the *Boston Business Journal* and available at our office, ranks the largest Boston-area companies in various fields. This resource lists the top 25 largest employers in 35+ industries ranging from accounting to Web design.

Industry Lists

Accounting Firms

Advertising Firms

Architectural Firms

Biotechnology Firms

Chambers of Commerce

Colleges and Universities

Commercial Developers

Commercial Real Estate Firms

Commercial TV Stations

Economic Development

Engineering Firms

Environmental Engineering Firms

Graphic Design Firms

HMOs

Hospitals

Independent Investment Advisors
Interior Design Firms
Investment Banks
IT Consulting
Law Firms
Life Science Companies
Lobbying Firms
Meeting and Event Planners
Museums
Mutual Fund Companies
Newspapers
Nonprofit Organizations
Performing Arts Organizations
Public Relations Firms
Retailers
Security Firms
Software Developers
Staffing Agencies
Stockbrokerage Firms
Technology Employers
Venture Capital Firms
Web Design Firms

JOB FAIRS

Job fairs are an excellent way for you to get a sense of the market. You can make these events work for you by keeping abreast of the dates of upcoming fairs, researching the employers who are scheduled to attend them, and arriving with a polished resume.

Suffolk University participates in and hosts a number of annual job fairs. Visit our Web site, friend us on Facebook, and refer to *suffolk.experience.com* for information on specific dates and additional events.

Career Services presents these job fairs for Suffolk students:

- Meet the Firms Night (for public accounting)~Fall
- Graduate Student Career Expo~Fall
- Connections Full-Time Job Fair~Spring

We participate in collaborative career events with other Boston-area colleges such as the:

- AHANA-Related Fairs
- Marketing/Communication Career Expo~Fall
- Northeastern University Job Fair~Fall and Spring
~*www.neu.edu*
- Women for Hire Job Fair~*www.womenforhire.com*
- Diversity Career Fair for Public and Private Schools (K–12)~Fall~*www.nemnet.com*
- Government Career Expo~Spring
- Environmental, Energy, and Engineering Career Fair
~Spring~*www.ebcne.org*
- Idealist.org Nonprofit Career Fair~*www.idealist.org*
- MIT European Career Fair~Fall~*www.euro-career.com*
- Massachusetts Education Recruiting Consortium (K–12)
~Spring

ON-CAMPUS RECRUITING

If you are currently a senior or are in your final year of graduate school, you are eligible to participate in on-campus recruiting.

In order to learn more about upcoming recruiter visits and how to register for them, you must create an account on *suffolk.experience.com*. Contact Terry Wells, recruiting coordinator, at twells@suffolk.edu for the token/password to this Web site. Once you have created your account, you will be able to upload your resume and cover letter files for potential employers to review. You also have the opportunity to search for jobs advertised only by Career Services or by other career offices.

Once you find a position that interests you, apply for it. Your application will be stored until the deadline, at which time all applications will be e-mailed to an employer for review. The employer must e-mail you letting you know whether you have been accepted or declined for an interview on campus. If you are accepted, you will have automatic access to the interview schedule, and you can choose your designated time. The Calendar section of *suffolk.experience.com* also lists upcoming events scheduled on and off campus.

THE ART OF INTERVIEWING

PREPARING YOURSELF

As always, it is essential to have a professional demeanor when you go on an interview. The old adage about dressing for success rings true—by presenting yourself in a professional manner, you will send a clear signal to employers that you are ready and eager to be a successful employee. Before you arrive at each interview, research and assess the position, your relevant skills and experience, the employer, and industry—and how you can contribute to them.

Before you go on the actual interview, consider conducting a mock interview with a colleague or member of our staff to hone your message and polish your delivery.

Be prepared to answer these questions:

Why are you interested in this position?

What do you bring to this career opportunity?

How would you/have you responded to this type of situation?

What are your greatest strengths and weaknesses?

Where would you like to be professionally in five years?

What are you looking for in a position and supervisor?

When you prepare for an interview, think of a number of specific situations from your work history, academic experience, or community service that credibly demonstrate you have the skills needed to thrive in this job. In this way, you'll be prepared for a fruitful interview!

PRESENTING YOURSELF

At an actual interview, be positive, pleasant, and persuasive. You truly do have just one chance to make a great first impression—make yours last. Establish a comfortable rapport with your interviewer and maintain a conversational tone. During the interview, focus on establishing the connection between the employer's needs (as detailed in the job description) and your relevant skills and experiences. The likability quotient is key—the employer is seeking someone who can do the job competently but who also can fit in with the other members of the department and overall organizational culture. This is also your chance to ask questions about the job opening and to learn more about the company for which you may soon work. Being inquisitive shows that you are motivated and interested to learn more about how you may fit in at your future workplace.

If you are enthusiastic about a job opportunity, let your potential employer know it unequivocally at the end of an interview. Allow a week to elapse before sending a thank-you note or e-mail to those you met with to express your continued interest.

STAFFING AGENCIES, TEMPORARY PLACEMENT FIRMS, AND EXECUTIVE SEARCH FIRMS

There are hundreds of staffing firms in Boston offering opportunities—from full-time permanent to temporary to temporary-to-permanent positions—across a range of fields. Here are a few our counselors recommend.

STAFFING AGENCIES

Comforce Staffing Services
20 Boston Park Plaza
www.fanning-boston.com
617.728.4110

Creative Financial Staffing—accounting/financial placements
One Beacon Street
www.cfstaffing.com
617.753.6012

Hire Partnership
262 Washington Street
www.hirepartnership.com
617.948.5870

Hollister Staffing
75 State Street
www.hollisterstaff.com
617.654.0200

John Leonard—full-time permanent/temp placements
75 Federal Street
www.johnleonard.com
617.423.6800

Kforce—technology, finance/accounting, clinical research, health care, government
Federal Reserve Plaza
600 Atlantic Avenue, 18th Floor
www.kforce.com
617.368.6600

KNF&T Staffing Resources, Inc.—accounting/finance,
administrative/creative, human resources
3 Post Office Square
www.knft.com
617.574.8200

MacPherson Legal Staffing—attorneys, paralegals, legal
support
224 Clarendon Street
www.macpherson-group.com
617.262.1313

Manpower
93 Franklin Street
www.us.manpower.com
617.426.0566

Office Team—office & administrative support,
temp/temp-to-perm
125 High Street
www.officeteam.com
617.951.0036

Randstad Staffing
155 Federal Street
www.randstad.com
617.350.6336

Staffing Now, Inc.
699 Boylston Street
www.staffingnow.com
617.451.5900

The Skill Bureau
129 Tremont Street
www.skillbureau.com
617.423.2986

Ultimate Staffing Services—administrative., clerical,
customer service, light industrial
101 Federal Street
www.ultimatestaffing.com
617.557.4660

EXECUTIVE SEARCH FIRMS

specializing in positions with salaries of at least \$80,000;
in Boston, unless otherwise noted; listed by size

Winter, Wyman Companies—permanent/contract work
950 Winter Street, Waltham

www.winterwyman.com

781.890.7000

J. Robert Scott—life sciences, technology, financial services, education, non-profits

260 Franklin Street

www.j-robert-scott.com

617.563.2770

Korn/Ferry International—consumer, financial, health care, industrial, life sciences, technology

265 Franklin Street

www.kornferry.com

617.345. 0200

Beacon Hill Staffing Group

152 Bowdoin Street

www.beaconhillstaffing.com

617.326.4000

Conley Search Group—financial services, business services and c-level executives with a focus on asset management, wealth management, investment banking, private equity, venture capital, hedge funds, and fund of funds

75 Arlington Street

www.conleysearch.com

857.241.3735

CTPartners

One Federal Street

www.ctnet.com

617.316.5500

Isaacson, Miller Inc.—nonprofits, including universities, research institutes, academic medical centers, foundations, cultural institutions, economic development organizations, human service agencies, and national advocacy groups

263 Summer Street

www.imsearch.com

617.262.6500

Heidrick & Struggles International Inc.
150 Federal Street
www.heidrick.com
617.737.6300

Management Recruiters-The Boston Group
607 Boylston Street
www.mri-boston.com
617.262.5050

Conley & Co.
260 Franklin Street
www.conley.com
617.399.5400

Michael Page International
125 High Street
www.michaelpage.com
617.428.3793

Logix Inc.—life sciences, information technology
1601 Trapelo Road, Waltham
www.logixinc.com
781.890.0500

Witt/Kieffer—nonprofits, health care, higher education,
academic medicine
25 Burlington Mall Road, Burlington
www.wittkieffer.com
781.272.8899

DHR International—broad-based industry practice
101 Federal Street
www.dhrinternational.com
617.834.8452

Management Search Inc.—broad based industry practice
201 Park Avenue, West Springfield
www.msi1.com
413.732.2384

Battalia Winston International—broad-based industry
practice
101 Federal Street
www.battaliawinston.com
617.345.5505

The Ward Group—marketing and communications
8 Cedar Street, Woburn
www.wardgroup.com
781.938.4000

Treeline Inc.—sales
599 North Avenue, Wakefield
www.treeline-inc.com
781.876.8100

Zurick Davis Inc.—health care
400 Trade Center, Woburn
www.zurickdavis.com
781.938.1975

ChampionScott Partners—technology
545 Boylston Street
www.championscott.com
617.367.0444

Cook Associates Inc.
7 NE Executive Park, Burlington
www.cookassociates.com
781.565.1144

The Eastmark Group—financial services industry
44 School Street
www.eastmarkgroup.com
617.523.5511

Lois L. Lindauer Searches—development, fundraising,
institutional advancement in non-profits
420 Boylston Street
www.lllsearches.com
617.262.1102

Gatti & Associates—human resources
266 Main Street, Medfield
www.gattibr.com
508.359.4153

For an extensive list of staffing agencies searchable by area, types of services, and occupational categories, visit the Job Seekers section of the American Staffing Association at www.americanstaffing.net. The ASA also provides tips on selecting the staffing agency that best suits your needs.

JOB SEARCH NETWORKING GROUPS

ACTON NETWORKERS

www.actonnetworkers.org

This group meets in four different locales in Acton and Hopkinton, on Fridays from 10am–12pm.

EXECUNET

www.execunet.com

Designed for professionals and executives earning \$100,000 and more, this organization's services include networking, meetings, an online career center, and job postings.

WIND NETWORKING

www.windnetworking.net

For even more support during your job search, you might want to join a job group. WIND Networking offers a regular forum for professionals in job transition. Get support from your peers, sharpen your job-search skills, and meet industry professionals at weekly networking events. Since 1990, WIND has served more than 11,000 job-seekers in Massachusetts, New Hampshire, and Rhode Island.

One-time registration: \$10

Attendance cost: \$10 per meeting

For more information, e-mail Fred Nothnagel at fnothnagel@windnetworking.net.

BRANCH MEETINGS

WIND/North

Wednesdays at 9am

Wilmington United Church

Wilmington, MA

Contact: Fred Nothnagel at fnothnagel@windnetworking.net

WIND/Boston

Second and fourth Wednesday of each month at 11:30am
Paulist Center, 5 Park Street
Boston, MA
Contact: Larry Elle at lelle@ix.netcom.com

WIND/South and WIND/South Senior Executive Group

Thursdays at 8:30am
Trinity Episcopal Church
Canton, MA
Contact: Larry Elle at lelle@ix.netcom.com

WIND/West

First and third Tuesdays of each month at 9am
St. Luke's Catholic Church, Parish Center
Westborough, MA
Contact: Larry Elle at lelle@ix.netcom.com

**OFFICE OF CAREER SERVICES
AND COOPERATIVE EDUCATION**

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20 Ashburton Place, First Floor
Boston, MA 02108
617.573.8480

www.suffolk.edu/careers
careers@suffolk.edu

an office of the division of
student affairs