

Comprehensive Career Guidebook

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CAREER CENTER OVERVIEW FOR THIS GUIDE

This guide focuses on providing an overview of different steps or considerations in your career development. We address the job search, graduate school applications as well as different ways to engage in the community and to take advantage of a multitude of resources for career education and growth. The ultimate goal is for you to be “career ready” by using strategic resources and pursuing relevant growth opportunities in your field of interest from networking to job shadowing to internships to employment.

According to the National Association of Colleges and Employers (NACE), “career readiness is a foundation from which to demonstrate requisite core competencies that broadly prepare the college educated for success in the workplace and lifelong career management... Career readiness is the foundation upon which a successful career is launched” ([NACE: “What Is Career Readiness?”](#)).

At Suffolk University, we are dedicated to the success of our students and alums, and we believe every graduate should engage in the following to be career ready:

- [Ongoing Career Planning](#)
- [Articulating Professional Value](#)
- [Building Social Capital](#)
- [Social Identity Reflection](#)
- [Experiential Career Development](#)
- [Strategic Career Transitions](#)

We acknowledge that the word “professional” or “professionalism” has been used in ways that perpetuate systemic bias and inequity. We strive to empower seekers to recognize the importance of context and make informed decisions based on their background, goals, and priorities. We welcome you to have a conversation with us regarding “professionalism” and to access our resources on [Equity and Access](#).

Being career ready requires inquiry and inventory of your goals, interests, priorities, strengths, and areas of growth. Being career ready encourages ongoing reflection and exploration. Being career ready strategizes your next steps as you learn more about yourself and the organizations you aspire to join.

For more information, [make an appointment](#) with a Career Advisor through Career Center or email careers@suffolk.edu today!

JOB APPLICATIONS

Looking for your first internship to get some experience? Getting ready to graduate but not sure where to begin when it comes to job hunting? Trying to shift career focus and want to freshen your skills? The Career Center can help!

Handshake

As a Suffolk student or alum, you have access to Handshake – an internship and job search management tool that can help you in all phases of your job search: from identifying employers of interest, to finding job listings which match your goals, to finding people with whom to network, to managing your search campaign.

You can use Handshake to research employers you wish to contact by type of employer and geographic location. You can use your target list of employers to search for Suffolk graduates who may work for those employers and contact them via the Peer Messaging feature. [Sign in to Handshake](#) using your single-sign-on Suffolk credentials, or [learn more](#) about how Handshake can work for you.

The Career Center vets every employer associated with Suffolk University on Handshake. However, you should conduct your own research on employers on Handshake and other platforms to avoid scams.

*When in doubt, ask our Career Center. [Report suspicious job postings](#) to us *immediately!**

Remember the following general safety practices when seeking employment opportunities:

- Never give out personal identification information, credit card or bank information
- Do not transfer money for another party in exchange for payment
- Do not respond to job ads that seem to send you to multiple, unverifiable sources
- Avoid applying to positions that list incomprehensible descriptions
- Verify the affiliation organization by conducting a separate Google search
- Note reviews when applicable and possible, conferring with sites such as [Glassdoor](#)

Search Strategies

1. Define your field of interest and the related skills or experiences you bring.

Explore your field of interest so you know the different job titles you should be searching for: you may want to make a list of relevant job titles or search terms and use that list as a reference throughout your search. Confer with resources such as [My Next Move](#), [Career One Stop](#), and the [Suffolk University Career Communities](#) overview of different industry careers.

2. Write a tailored resume and cover letter.

Develop 2 resumes, one targeted to your primary career interest and a more generic version that can serve additional purposes. Remove irrelevant experience from your resume, and make sure it is easy to read with no typos, well organized, and clearly shows your

qualifications. Always include a cover letter (unless told otherwise by the employer) with key words and phrases from the job description or website.

3. Network utilizing multiple resources.

Ask family, friends, colleagues, faculty, administrators, alums, affinity groups for information and referrals to people in your field. Arrange face-to-face meetings and leave each one with a referral, a new resource, a job lead, and/or an actionable piece of advice.

Utilize social media as a job search and networking tool to keep in touch with new contacts, especially via LinkedIn. You may also find helpful information or job listings through industry and professional association websites, employment agencies, and job search support groups. Read on in this guide for access to more such resources.

To maximize LinkedIn as a job search tool, consider the following:

- Use the “Jobs” tab to search for, review, and apply to positions. Jobs that might interest you will appear on your homepage, too, based on keywords from your profile.
- Create a search alert and get notified of targeted job opportunities.
- Set your career interests and keep them updated. Let recruiters know that you are looking for a job when setting your career interests.
- Use the “Apply” feature to apply for positions you are interested in. Some may direct you to the company’s website, but some will let you apply directly from LinkedIn.

4. Attend job fairs and initiate employer contact.

Attend the annual Career Center job fair in the spring semester, other Career Events on campus related to your field, and additional career fairs in the surrounding area to help you seek out employers. Reach out to the ones most relevant to you and prepare; recognize that employers are pre-screening for candidates whom they may want to interview later. Be sure to follow up.

Target employers you have an interest in and send a cover letter and resume to the hiring manager or a relevant contact. Consider keeping a target list of 20-30 employers that you can reference throughout your search.

5. Consider short-term alternatives and persist.

Enhance your skills and build your network through part-time, freelance, or temporary work or through internships in your field. Pursue training opportunities to develop and add skills; [LinkedIn Learning](#) is a great place to explore and build skills.

Expect a 3-6 month campaign. Be prepared to speak succinctly and enthusiastically about your chosen career path. Always follow up. Stay focused, determined, and committed.

Stay Organized!

Job or internship searching is a lot to keep track: applications through Handshake, LinkedIn, and other job boards; connections through networking and attending events; and your direct search of targeted employers. Use Microsoft Excel or Word Templates or even a free online tool to stay organized; [review some tips here!](#)

Where Should I search?

While Handshake and LinkedIn are incredibly helpful places to start, you will want to use multiple resources in your job or internship search. These general job and internship boards might be great for that purpose. Need more information about what jobs you should be looking for? Explore your career opportunities to better target your job search and know what job titles you should be looking for.

CollegeGrad

CollegeGrad specifically posts entry-level positions and internships and also provides additional resources about career information, resumes, and interviewing.

**National Labor
Exchange (NLX)**

NLX allows you to browse jobs by state or company and provides specific resources for special areas of interest including veterans, disability, and diversity.

College Recruiter

College Recruiter believes that every student and recent graduate deserves a great part-time, seasonal, internship, or entry-level job. Search by major as well.

CareerBuilder

CareerBuilder lets you browse jobs by title, area of interest or state, receive job alert emails, and compare salary data in addition to providing career exploration and advice resources.

Indeed

Indeed is a general job and internship board with company review and salary information.

**Greater Boston
Chamber of
Commerce**

The Chamber of Commerce provides an updated job board for the Greater Boston business community.

GoinGlobal

GoinGlobal provides international students with U.S. city guides, job postings, cultural advice, and an H-1B Visa Directory. It also provides international city guides and information for students who plan to study or work abroad. For off-campus access: sign in to [Handshake](#), select the Career Center tab, and find it under “Resources.”

<u>Glassdoor</u>	Glassdoor provides a number of helpful resources in job hunting, including a job board with company reviews, salary information and calculator, and interview feedback.
<u>U.S. Jobs</u>	U.S. Jobs includes job listings in all sectors and geographic areas for the U.S. Federal Government.
<u>TalentDesk</u>	TalentDesk’s Career Finder uses U.S. Census Data to report which careers people choose based on their education and how much they earn in those positions. It allows you to search for jobs or companies to learn more.
<u>SimplyHired</u>	SimplyHired acts as the “Google” of job boards.
<u>Internships.com</u>	Internships.com allows you to browse internships by industry or by major city in the U.S.
<u>WayUp</u>	WayUp offers internships and jobs from over 20,000 employers from startups to Fortune 500s.
<u>Idealist</u>	Idealist connects you to all non-profit internships, jobs, and organizations throughout the country.
<u>ZipRecruiter</u>	ZipRecruiter is a job search engine for entry-level and internship postings. It additionally provides salary information and job market insight and resources.

Additionally, international students can use these resources to expand their knowledge of career exploration and the job search process:

- **My Visa Jobs**: useful information for International Students looking to work in the U.S. including H1B visa, work visa, student visa, Green Card, attorneys, and more.
- **U.S. Immigration and Customs Enforcement – Practical Training Overview**: resources for students interested in practical training and understanding differences between CPT, OPT, and STEM Extensions.
- **U.S. Citizenship and Immigration Services – Employee Rights**: resource for students to understand their employment rights as international students in the US.
- **internationalstudent.com**: tips for navigating your job search as an international student, and what to be aware of from the start.
- **OPT Nation**: an OPT job search engine for international students.
- **Grad Connection**: internships and jobs in non-U.S. countries. They operate in Australia, Hong Kong, Singapore and South Africa.
- **Power Ties**: author describes the best processes for finding a job in the U.S. along with mistakes they made along the way.
- **U.S. Citizenship and Immigration Services – H1B Employer Hub**: includes data on employers who have filed for H1B sponsorships.
- **SHRM – How to Sponsor an Individual for an H1B Visa**: overview on the sponsorship process from an employer perspective.

Email to Include with an Online Application

As you dive into networking and even following up on job opportunities, the employer may request that you send your resume and cover letter by email. If so, the subject of the email must include your name, the job description as it appears in the listing, and, if applicable, the job ID number.

Typically, the employer requests both the resume and cover letter as attachments. Make sure that they are converted to .pdf in this case and labeled simply and appropriately with your name and type of document. For example, “vannguyenresume.pdf” and “vannguyencoverletter.pdf”: check the documents prior to sending to make sure that they converted correctly, that the font is readable, and the formatting correct.

Write a brief message in the body of the email. If you are instructed to attach the cover letter, just include which job you are applying to, brief highlights of your qualifications, and a

signature that includes how you can be reached by phone and email and your LinkedIn profile. If the employer does not request a cover letter, you may include it in the body of the email or still choose to attach an optional formal cover letter to demonstrate your interest and qualifications most articulately.

Sample Email Application

Subject: *Van Nguyen – Battleship Cove Museum Summer Docent (Job ID# 123456)*

Body of email:

Dear Mr. Alvarez,

I am writing to apply for the Summer Docent Program at the Battleship Cove Museum (Job ID# 123456). I found out about the opportunity through Internships.com and know that my previous experiences and dedication to history would make me a fit.

I have past docent experience as a volunteer at both the U.S.S. Constitution and Minuteman National Parks, and have led tours as a Suffolk University Orientation Leader and a volunteer at the Bristol, Rhode Island Historical Society.

Find attached my cover letter and resume for your review. I look forward to discussing the program and my skills and qualifications in detail. Thank you for your time.

Best,

Van Nguyen

617-555-5555

vnguyen@email.com

www.Linkedin.com/in/vannguyen

PURSuing GRADUATE OR ADVANCED EDUCATION

Whether or not to attend graduate school is an important decision that requires you to have clear understanding of what your career goals are and how a graduate degree will help you attain those goals.

Graduate school is a major investment of time and money, so these are important points to consider and research before making the decision to attend graduate school.

Questions to Ask Before Graduate School

- What are your short-term vs. long-term goals personally and in relation to a career?
- Will a graduate degree advance you in achieving your goals?
- Are you prepared to invest the time and effort to obtain a graduate degree?
- Do you have the financial resources available to attend?
- Are you mostly motivated by your desire to postpone entrance into the job market?

If you have a clear vision about your career after graduation and graduate school is the next step towards that vision, continue your research. If you are unsure, take some time for self-assessment to better understand what you are looking to do in your career, both short-term and long-term.

As a Suffolk student or alum, you can make an appointment with a Career Advisor in the Career Center to discuss graduate school options or work on a goal statement for your application.

Finding the Right Program

It is important to evaluate graduate programs with your academic and career goals at the forefront of your decision-making. Do you know what kind degree you should seek to reach your career goals? It may be helpful to seek the advice of your undergraduate faculty members and industry mentors to help decide which graduate programs would be a good fit for you.

- *Terminal Master's Degree:* This professional degree provides you with a specific skill set needed to practice in a particular field such as education, business, data analytics, and

many more. This is generally considered a final degree and involves some type of internship or practicum experience.

- *Research Master's Degree:* This will provide you with significant experience in research and scholarship and can either be final or a step towards achieving your PhD.
- *Professional Doctoral Degree:* This includes but is not limited to the JD for practicing law, the DMD for practicing dentistry, and the MD for practicing medicine as a few examples.
- *Research Doctorate or PhD:* These programs involve coursework and a major research project that culminates in a dissertation. This is an extensive program of study, taking at least four to six years to complete.

Other strategies to finding the right program include:

- Networking with alums from the programs you are considering so that they can share their perspectives on the value and demands of the programs.
- Researching programs extensively. Explore course offerings and faculty members' backgrounds and areas of interest or research. Ask yourself if the curriculum and academic focus of the program align with your academic and professional goals!
- Explore the career development opportunities available to you. Is there an internship or practicum experience in the curriculum that will be beneficial?
- Decide if the program is a good practical fit for you. Look at the competitiveness of the program, the test score requirement, the undergraduate requirements, the length of the program, the cost, and the location. One or more of those factors may indicate the program is not a good fit for you personally.

Preparing for Applications

12-18 months before your target start date:

- Research graduate programs of interest and learn about entrance requirements, tests, and deadlines.
- Seek input about appropriate graduate programs for your area of interest from colleagues, mentors, professors, and an advisor in the Career Center.
- Begin studying for standardized tests that are required for your prospective program of study (GRE, LSAT, GMAT, MCAT, etc.).

Regarding standardized tests, not all graduate programs require you take and submit test scores, but many do. Be sure to research which test(s) will be required for admission into your chosen programs of study, and what range of scores the program is looking for.

- GMAT (Graduate Management Admissions Test)
- GRE (Graduate Record Examination)
- MCAT (Medical College Admissions Test)
- DAT (Dental Admission Test)
- LSAT (Law School Admissions Test)
- TOEFL (Test of English as Foreign Language)

Whatever standardized test you take, you should prepare either on your own with test guides and sample questions or through a local preparation class, where instructors will provide you with test-specific strategies and approaches to help you succeed. If you are considering formal test preparation, you could utilize any of the programs listed below:

- Princeton Review
- Power Score
- Kaplan

6-12 months before target start date:

- Narrow down your list of prospective graduate schools and remind yourself of application deadlines and requirements. Create a method of tracking requirements through a dedicated spreadsheet or document.
- Begin writing your personal statement of academic and career goals, keeping in mind any specific admissions criteria or word count. Make an appointment to have a Career Advisor review and provide feedback on your statement.
- Identify professors or supervisors who would write you a strong letter of recommendation, request the letter, and provide them with necessary instructions including deadline as well as your resume and statement as references to complete the recommendation. *Don't forget to thank your recommenders after the fact!*
- Take your standardized test, allowing time to take it more than once if necessary. Be sure to note how often your test is offered throughout the year.
- Explore funding sources including financial aid, grants, scholarships, loans, and fellowships; make any necessary applications.

- Arrange for your transcripts to be sent, allowing at least 2-3 business weeks for mailings.
- Submit your applications prior to the deadline, making sure all components are complete including but not limited to the following:
 - Application Form (web-based and/or paper)
 - Resume
 - Personal Statement
 - Fee
 - Official Transcripts
 - Letters of Recommendation
 - Official Test Scores (if required)

Regarding your personal statement (i.e. statement of purpose, goal statement, or personal essay), it should be a concise summary of your career aspirations and provides an opportunity to explain how you arrived at these goals and how your entrance into this specific graduate program will help you reach them. This helps you make a strong connection between you and the curriculum of the program. Pay attention to the requirements of each school: some have specific questions they want you to address and some are general; some have a word limit and others do not. As a student or alum, you can always make an appointment to review your personal statement with a Career Advisor. Some general questions to consider when writing:

- How did you become interested in this field and what have you learned about yourself in the process?
- What people and experiences have influenced your career aspirations and why?
- What have you accomplished in your field of study thus far? What are some specific lessons learned through your work or study?
- What makes you unique? What are some “hot topics” or issues in your chosen field and how do those influence your goals?
- What specifically about this program will help you attain your career goals?
- What would your short-term and long-term goals be after finishing this degree?

In writing your statement, remember the following:

- Provide enough detail for them to get to know you and your goals, but not too personal that the reader loses sight of your career focus and abilities. Be sincere!

- Make sure you have done your research on the program – the more specific you can be in relating your goals to the program’s focus, the better.
- Use specific examples such as work you have done or classes you have taken. The more specific, the more they will know about you and your background.
- Write clearly and concisely. Your writing ability will be considered, although how much is dependent on your chosen field of study.
- Be consistent throughout your statement; it should have a distinctive voice and theme. Similarly to your resume, the statement is a demonstration of your brand!

Regarding funding resources, the financial aid landscape for you as a graduate student will look different than it did when you were an undergraduate. Application procedures and available programs vary from school to school, so it is important that you reach out to your prospective schools’ financial aid offices to learn what options are available to you. Types of financial assistance for graduate study typically include:

- *Graduate Fellowships/Assistantships:* most graduate schools offer graduate fellowships for administrative or research work and provide tuition assistance, a stipend, and healthcare for 16-30 hours of work. Often, these fellowships are competitive, and you must apply to them well in advance with a statement of purpose and resume detailing your qualifications for the fellowships. There may be a more formal application to fill out, and you may have to submit your undergraduate transcript. This is a great financial opportunity but will also provide you with networking opportunities and potentially experience in work related to your field of study
- *Grants/Scholarships:* these awards could come from your specific academic department, the University, or an external source; they often include tuition assistance and/or a stipend. These are often based on academic achievement. Contact the financial aid office of the schools to which you are applying to learn what options are available.
- *Federal Loans:* you are eligible for federal loans for financial aid in graduate school just as you were for your undergraduate school. Be sure to complete your [FAFSA](#) application by the required deadline and check in with the financial aid office of the institution to make sure there are no other requirements to be eligible.
- *Private Loans:* if you are not eligible for federal financial assistance, you can seek a private loan that will be non-need-based and unsubsidized.
- *Other Sources:* You may be eligible for specialized funding through service programs like [AmeriCorps](#) or through military branches. Many larger employer organizations

also offer tuition reimbursement for graduate school if the program of study being pursued is related to your career field. This reimbursement is often capped at a monetary level per year and may require for you to attend part-time. If currently employed, you should check with your employer's benefits office for details on this.

Additionally, you may consult the following scholarship and financial aid resources:

- [Federal Aid for Graduate or Professional Students](#)
- [FASTWeb](#)
- [FinAid.org](#)
- [CollegeNet Scholarship Search](#)
- [College Board Scholarship Search](#)
- [Foundation Grants to Individuals](#)

2-6 months before target start date:

- Prepare for any entrance interviews you have.
- Arrange to visit your accepted schools (admitted student days are usually April/May).
- Ensure your financial aid loan and grant applications are completed.
- Ask to speak with alums of the program for advice on how to succeed in the program and how to leverage your graduate degree after completion.

COMMUNITY ENGAGEMENT AND SERVICE OPPORTUNITIES

To learn more about different service year opportunities and ways to engage with your community locally, review the following resources:

- [Suffolk University Center for Community Engagement](#)
- [Suffolk University JumpStart](#)
- [Suffolk University Community Partners](#)
- [Big Brothers Big Sisters](#)
- [Boys and Girls Club](#)
- [AmeriCorps Service Years](#)
- [Peace Corps Service Years](#)
- [Mercy Volunteer Corps](#)

Community engagement and service opportunities help you not only learn about specific fields or organizations, but also help you strengthen a variety of skills from technical to interpersonal, bolstering your resume and range of experiences!

PROFESSIONAL ASSOCIATIONS BY INDUSTRY

To learn more about different industries and associated career opportunities, connect with a Career Communities advisor and learn more about the resources [Career Communities at Suffolk University](#) have to offer!

Accounting, Finance, and Data Analytics

- [American Accounting Association](#)
- [American Institute of Certified Public Accountants](#)
- [Institute of Management Accountants](#)
- [Massachusetts Society of Certified Public Accountants](#)
- [National Association of State Boards of Accountancy](#)
- [American Bankers Association](#)
- [Association for Corporate Growth](#)
- [Association for Financial Professionals](#)
- [Boston Women in Finance](#)
- [Massachusetts Bankers Association](#)

Healthcare and Wellness

- [American Student Dental Association](#)
- [American Dental Association](#)
- [American Medical Student Association](#)
- [American Medical Association](#)
- [American Association of Colleges of Pharmacy](#)
- [American Nutrition Association](#)
- [American Society for Nutrition](#)
- [American Physical Therapy Association](#)
- [American Council of Academic Physical Therapy](#)
- [National, State, International Nursing Associations](#)
- [American Nurses Association](#)



- [American Psychological Association](#)
- [American Mental Health Counselors Association](#)
- [American Society of Radiologic Technologists](#)
- [American Association of Medical Dosimetrists](#)
- [American Society of Radiation Oncology](#)
- [American Speech-Language-Hearing Association](#)
- [American Veterinary Medical Association](#)
- [Emergency Medical Services Association](#)
- [American College of Healthcare Executives](#)
- [Institute for Healthcare Improvement](#)
- [National Institute of Health](#)
- [American Public Health Association](#)
- [National Health Services Corps](#)

Human Services and Social Impact

- [Alliance for Nonprofit Management](#)
- [American Counseling Association \(ACA\)](#)
- [American Psychiatric Association \(APA\)](#)
- [American Public Human Services Association \(APHSA\)](#)
- [American Sociological Association \(ASA\)](#)
- [Association of Fundraising Professionals Massachusetts \(AFP\)](#)
- [Community Economic Development Assistance Corporation \(CEDAC\)](#)
- [Correctional Association of Massachusetts \(CAM\)](#)
- [Job Training Alliance \(JTA\)](#)
- [Massachusetts Association for Community Action \(MASSCAP\)](#)
- [Massachusetts Nonprofit Network \(MNN\)](#)
- [Massachusetts Psychological Association \(MPA\)](#)
- [Mission Based Massachusetts \(MBM\)](#)
- [National Alliance on Mental Illness \(NAMI\)](#)
- [National Council of Nonprofits](#)
- [The Providers' Council](#)
- [Third Sector New England \(TSNE\)](#)
- [Young Nonprofit Professionals Network \(YNPN\)](#)

Humanities and The Arts

- [American Society of Interior Designers](#)
- [American Institute of Graphic Arts](#)
- [College Art Association](#)
- [Mass Cultural Council](#)
- [New York Foundation for the Arts](#)
- [Fort Point Arts Community](#)
- [Americans for the Arts](#)
- [HireCulture](#)
- [American Association of Community Theatre](#)
- [StageSource](#)
- [Playbill](#)
- [Backstage](#)
- [New England Museum Association](#)
- [American Alliance of Museums](#)
- [American Association for State and Local History](#)
- [National Association for Interpretation](#)
- [American Institute for Conservation](#)
- [New England Conservation Association](#)
- [Modern Language Association](#)
- [American Literature Association](#)
- [Northeast Modern Language Association](#)
- [American Philosophical Association](#)

Journalism, Media, and Communication

Communication & Journalism

- [Advertising Club of Greater Boston](#)
- [American Association of Advertising Agencies](#)
- [American Marketing Association \(Boston Chapter\)](#)
- [Massachusetts Broadcasters Association](#)
- [Massachusetts Film Office](#)
- [New England Newspaper & Press Association](#)
- [Print Journalism](#)
- [Public Relations Society of America](#)

- [Publicity Club of New England](#)

TV & Media

- [Women in Film & Video – New England](#)
- [Alliance for Community Media Northeast Region](#)
- [Somerville Media Center](#)
- [Brookline Interactive Group](#)
- [NewTV](#)
- [Cambridge Community Television](#)

Graphic Design

- [American Institute of Graphic Arts \(AIGA\)](#)
- [Graphic Artists' Guild \(GAG\)](#)
- [International Council of Design](#)
- [Massachusetts Innovation and Technology Exchange](#)
- [Society of Typographic Aficionados \(SoTA\)](#)
- [The Ad Club](#)

Management and Entrepreneurship

- [American Management Association](#)
- [American Real Estate Society](#)
- [Association for Supply Chain Management \(ASCM\)](#)
- [Association for Talent Development](#)
- [Business Professionals of America](#)
- [Commercial Brokers Association](#)
- [Council of Supply Chain Management Professionals](#)
- [Enactus](#)
- [Institute of Management Consultants USA](#)
- [International Association of Real Estate Professionals \(IARP\)](#)
- [International Economic Development Council](#)
- [Massachusetts Chamber of Commerce](#)
- [MassChallenge](#)
- [National Association for Business Economics](#)
- [New England Venture Capital Association](#)

- [Society for Human Resource Management](#)
- [TiE Global Fostering Entrepreneurship](#)
- [United States Association for Small Business and Entrepreneurship](#)

Marketing, Analytics, Advertising, and Public Relations

- [American Marketing Association](#)
- [Boston Marketing Association](#)
- [American Association for Public Opinion Research](#)
- [American Advertising Federation](#)
- [Advertising Research Foundation](#)
- [Ad Club](#)
- [Insights Association](#) (formerly Marketing Research Association)
- [Insights Association New England Chapter](#)

Public Administration, Government, and Law

- [National Federation of Paralegal Associations](#)
- [National Association of Women Lawyers](#)
- [Massachusetts Paralegal Association](#)
- [American Association for Paralegal Education](#)
- [American Bar Association](#)
- [Massachusetts Bar Association](#)
- [Boston Bar Association](#)
- [Association of Legal Administrators: Boston Chapter](#)
- [Massachusetts Institute for a New Commonwealth](#)
- [American Society for Public Administration](#)
- [Boston Network for International Development](#)
- [American Political Science Association](#)
- [United Nations Association of Greater Boston](#)
- [Massachusetts Municipal Association](#)
- [Massachusetts Association of Hispanic Attorneys](#)
- [Asian American Lawyers Association of Massachusetts](#)
- [Women of Color Advancing Peace, Security & Conflict Transformation](#)

STEM

Students interested in science, biotech, engineering:

- [American Academy of Forensic Sciences](#)
- [American Association for the Advancement of Science](#)
- [American Association of Pharmaceutical Scientists](#)
- [American Chemical Society](#)
- [American Institute of Biological Sciences](#)
- [American Institute of Physics](#)
- [American Physical Society](#)
- [American Society for Biochemistry and Molecular Biology](#)
- [American Society for Cell Biology](#)
- [Association for the Advancement of Sustainability in Higher Education](#)
- [Biochemical Society](#)
- [Biotechnology Industry Organization](#)
- [International Society of Sustainability Professionals](#)
- [MassBio – Massachusetts Biotechnical Council](#)
- [National Association of Environmental Professionals](#)
- [National Society of Black Physicists](#)
- [National Society of Hispanic Physicists](#)
- [Network of Early-Career Sustainable Scientists & Engineers](#)

Students interested in technology, computer science, math, ISOM:

- [American Mathematical Society](#)
- [Association for Computing Machinery](#)
- [Association for Women in Computing](#)
- [Data Science Association](#)
- [Girls Who Code](#)
- [IEEE – Institute of Electrical and Electronic Engineers](#)
- [IEEE Computer Society](#)

General for students in STEM:

- [Association for Women in Science](#)
- [National Science Foundation](#)
- [National Society of Professional Engineers](#)
- [Out in Science, Technology, Engineering, and Mathematics, Inc. \(oSTEM\)](#)

SUFFOLK UNIVERSITY CAREER RESOURCES

Learn more about different industries in relation to your areas of interest and strengths using the resources our Career Center has to offer. Self-discovery, career exploration, and skill-building are important steps in your pursuits.

Focus2Career

Focus2 provides interactive assessments to help students explore majors and careers by assessing personality, skills, values, and work interests. Create a Focus2 account using the link below, and use “rams” for the access code.

- [Log in to Focus2](#)

“What Can I Do with This Major” Web Tool

Whether you’re exploring majors or searching for information about your chosen field, this website will help. Learn typical career areas and types of employers that hire in these fields as well as strategies to make you a more marketable candidate. Continue your research through the websites provided.

- [Visit “What Can I Do With This Major?”](#)

Vault

Vault provides industry-specific career information and resources. Key offerings include profession and company overviews, interviewing tips as well as job and internship boards with personalized alerts. For off-campus access: log in to Handshake, click “Career Center”, and select “Resources”.

- [Start Using Vault](#)
- [Use Vault Off-campus](#)

GoinGlobal

GoinGlobal provides international students with U.S. city guides, job postings, cultural advice, and an H1B visa directory. It also provides international city guides and information for students who plan to study or work abroad. For off-campus access: log in to Handshake, click “Career Center”, and select “Resources”.

- [Create an Account with Your Suffolk Email](#)
- [Use GoinGlobal Off-campus](#)

Handshake

Handshake is an all-in-one career management platform for students and alums to search and apply for jobs, sign-up for a career or recruiting event, and arrange meetings with a Career Advisor.

- [Log in to Handshake](#)
- [Make an Appointment through Handshake](#)

Quinnia

Quinnia is an interactive artificial intelligence-based platform which helps students to build a strong resume and excel at interviewing. Quinn serves as a virtual assistant who supports students throughout their career journeys by providing custom resume critiques and tailored virtual mock interviews.

- [Review a Resume with Quinnia](#)
- [Prepare for an Interview with Quinnia](#)

LinkedIn Learning

Individuals can improve their qualifications and value by developing business, technology-related, creative, or career-oriented skills. LinkedIn Learning is an online educational platform that provides over 9,000 expert-led course videos in these topics. Create an account using your Suffolk email.

- [Create LinkedIn Learning Account](#)
- [Careers LinkedIn Learning Collection](#)

CAREER CENTER CONTACTS

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Department Email: careers@suffolk.edu

Website: <https://www.suffolk.edu/career-center>

Instagram: https://www.instagram.com/suffolk_careers/

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