

University of Pittsburgh PSYCHOLOGY ADVISING OFFICE

Career Resources

Getting Started

Career research and planning:

- Career Development & Placement Assistance (CDPA) Webpage: <http://www.studentaffairs.pitt.edu/cdpa>
- Psychology Advising Office: <http://www.psychology.pitt.edu/undergraduate/planning-after-graduation-proposed/career-planning-proposed>
- Occupational Outlook Handbook: <http://www.bls.gov/oco/>
- Career Information: <http://www.collegegrad.com/careers/index.shtml>
- Carnegie Library: <http://www.carnegielibrary.org/research/jobsedu/careers/>
- Riley Guide: <http://www.rileyguide.com/careers.html>

Networking:

- PITT Career Network: <http://www.alumni.pitt.edu/alumni/groups/pitt-alumni-network-of-wpa/>
 - See what PITT graduates are doing with their degrees! This is a great opportunity for you to communicate with graduates who are willing to give value insight into their specific occupation
- Career Development & Placement Assistance: <http://www.studentaffairs.pitt.edu/cdpa/networking>
- Riley Guide: <http://www.rileyguide.com/nettips.html>
- LinkedIn: <http://www.linkedin.com/>

Resume writing:

- Career Development & Placement Assistance (CDPA) Resume Page:
 - Resume outlines and examples: <http://www.studentaffairs.pitt.edu/cdpa/resumes-cover-letters>
 - CDPA also offers an Online Résumé Review
- Undergraduates, you can send your résumé via (resumes@pitt.edu) and a career consultant will respond with comments and suggestions within 2-3 days. If you don't have a résumé yet, you can utilize Résumé Architect in [FutureLinks](#) to create a new résumé. Once you have a résumé, you can submit it for online review, or bring it in for a review during CDO walk-in hours.

Cover letters:

- Career Services: <http://www.studentaffairs.pitt.edu/cdpa/resumes-cover-letters>
- About.com: http://jobsearch.about.com/od/coverletters/Cover_Letters.htm

Job Search

CDPA is designed to help you develop the tools you need to conduct an effective internship or job search—career planning, resume development, interviewing skills, etc. You are encouraged to meet with a Career Consultant and view the resources on their website geared toward psy majors: <http://www.studentaffairs.pitt.edu/node/1438> . In addition, CDPA works diligently to connect businesses and organizations with Pitt students actively seeking jobs or internships. Check out FutureLinks, the comprehensive on-line career management system for posting job and internships: <http://www.studentaffairs.pitt.edu/cdpa/futurelinks>.

Local:

- Career Link Pittsburgh: <http://trevor-pierce-2yo6.squarespace.com/jobseeker-resources>.
- PA Jobs.com: <http://www.pennsylvaniajobs.com/>
- University of Pittsburgh: <http://www.hr.pitt.edu/careers>
- UPMC: <http://www.upmc.com/careers> (you can search by facility, including WPIC)
- Carnegie Library maintains a list of Pittsburgh job search engines: <http://www.carnegielibrary.org/research/jobsedu/jobs/pittsburgh.cfm>

United States:

- PITT's Future Links: Access to FutureLinks is through your my.pitt.edu portal site. Click on "My Communities" then click on "Career Services" and then click on the button for FutureLinks.
- Career One Stop: <http://www.careeronestop.org/>
- Career Builder: <http://www.careerbuilder.com>

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- National Labor Exchange: <http://us.jobs/>
- Monster: <http://college.monster.com/>
- College Recruiter: <http://www.collegerecruiter.com>
- Simply Hired: <http://www.simplyhired.com/>
- Indeed: <http://www.indeed.com/>
- USA jobs: <http://www.usajobs.com/> or <http://www.usajobs.gov/>
- LinkUp - <http://www.linkup.com/>
- Job search tips for introverts: <http://www.job-hunt.org/job-search-for-introverts/introverts-job-search.shtml>

International:

- EscapeArtist.com: <http://www.escapeartist.com/jobs/>
- Monster's Work Abroad Site: <http://globalgateway.monster.com>
- Transitions Abroad <http://transitionsabroad.com>
- Riley Guide: <http://www.rileyguide.com/internat.html>

Non-Profit:

- Idealist: <http://www.idealists.org>
- Non-Profit Career Network: <http://www.nonprofitcareer.com>
- Guidestar: <http://www.guidestar.org>

Research jobs/careers/salaries/companies

- The Career Project: <http://www.thecareerproject.org/>
- Glass door: www.glassdoor.com
- Better Business Bureau (BBB): <http://www.bbb.org/>

Interview help

- About.com: <http://jobsearch.about.com/od/interviewquestionsanswers/a/interviewquest.htm>
- Monster: <http://career-advice.monster.com/job-interview/careers.aspx>
- Career journal: <http://www.careerjournal.com/jobhunting/interviewing/>

Follow up after the interview-thank you notes

- Monster: <http://career-advice.monster.com/job-interview/careers.aspx>
- About.com: <http://jobsearch.about.com/od/thankyouletters/a/blthank.htm>

Relocating/cost of living sites

- Relocation essentials: <http://www.relocationessentials.com/aff/www/tools/salary/col.aspx>
- City rating: <http://www.cityrating.com/costofliving.asp>
- Moving.com: http://www.moving.com/Find_a_Place/Cityprofile/

Negotiating Salary

- Salary.com: <http://www.salary.com/>
- Monster: <http://career-advice.monster.com/salary-benefits/careers.aspx>

Key Words to help begin searching psychology related positions:

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| • Counseling | • Education | • Vocational services |
| • Human Resources | • Social work | • Program coordinator |
| • Research | • Therapeutic Support Staff (TSS)/wrap around | • Developmental disabilities |
| • Social Services | • Case worker | • Aging/elderly populations |
| • Science | • Behavior | • Milieu/mobile therapist |
| • Community | • Supportive services | • Childcare |
| • Non-Profit | | |

Meet with your advisor
Psychology Advising Office
3117 Sennott Square
412-624-4540

Career Consultant
Career Development & Placement Assistance
200 William Pitt Union
412-383-4473