To access resources found on My TC Portal, within the portal, select the TC Services tab. Under Career Services, click on the appropriate career resource link.

- Network – tell everyone you know that you are looking for a job. Make sure that your contacts know what degree you will receive, what you have done in the field, and what you are looking to do: this will help them identify better job leads.

- Utilize social media websites (LinkedIn, Facebook & Twitter).
  - Facebook. Like organizations to access career development articles, and to learn about upcoming workshops and events. Such as https://www.facebook.com/TCCareerServices and https://www.facebook.com/TeachersCollegeAlumni
  - Twitter: Follow organizations to learn about job opportunities and leaders in your field/industry.

Examples of companies/organizations to following include: IBM, NYCDOE, Achievement First, UNICEFF, and iMentor.

- Target Companies – research companies you may want to work for and search their website for job postings. If desired job is not listed, send **resume** and **cover letter** as an inquiry.

- Search for job postings that match the type of position you are seeking to see if the duties and responsibilities interest you. Remember that what is posted is an overview; other tasks not listed may be required.

- If you know the type of industry you would like to work for, search the internet. Do a Google or Yahoo search using specific key words. Such as Autistic, Eating Disorders, Public Policy, Museum Education, & HR Consulting.

- Sample Internet Websites by industry. For examples, please go to the Resources By Industry section on the TCCS Website
• Create a spreadsheet notating the organizations, job title, contact, contact information (email and/or phone number) as well as dates you applied, and status of application to manage your process and follow-up efforts.

• Speak to alumni by accessing our Alumni Networking and Career Mentoring Program via TCCS LINK

• Join professional associations (for examples, please go to Resources By Industry section on the TCCS Website

• Publications and Newspapers – New York Times & related to area of study

• Career Fairs – Attend all career fairs held by your careers services office. Dress professionally and prepared for an interview (BRING MULTIPLE COPIES OF YOUR RESUME). Take notes and send a thank you letters to employers you are interested in working for (ask for a business care to get contact information)

• Review the Online Resources available through My TC Portal: Vault, WetFeet, and Going Global

Useful website and online career development resources

**Social Service/Not-For-Profit Jobs**

Social Services.com
Idealist.org
Nonprofit Job Cooperative

**Higher Education Jobs**

The Chronicle of Higher Education
HigherEdJobs
HERC (Higher Education Recruitment Consortium)
NACE’s Jobwire

Visit the Human Resource page of each institution you are interested in working

**Teacher/Personnel/Administrative**

NYCDOE
US Charter Schools
CharterSchoolsJobs
Ethical Job (Online Resource located in Resource Library on TCCS LINK)

**Human Resources**

SHRM’s HR Jobs
Indeed
Jobs4HRjobs.com
HumanResourcesjobs.com
WorkforceHRJobs

Careerbuilder.com
simplyhired
HRcrossing
HRJOBNET
TCCS LINK (On-Campus Interviews/Resume Drops)

**International**

United Nations Human Resources Galaxy Staffing System
Institute of International Education
International Development Jobs and Consulting Opportunities
OverseasJobs.com

Going Global accessed via My TC Portal
International Career Employment Weekly (Located in Resource Library on TCCS LINK)
Government
USAJOBS
GOVJOBS.COM
Political Jobs (Online Resource located in Resource Library on TCCS LINK)

Policy
Policy Jobs (Online Resource located in Resource Library on TCCS LINK)
Policy Library (Online Resource located in Resource Library on TCCS LINK)

General Job Posting Websites
TCCS LINK
simplyhired
LinkUp
Linkedin

Online Resource in the Career Services Box on My TC Portal and in Resource Library on TCCS LINK
Ethical Jobs
Journalist Jobs
International Career
Employment Weekly

Policy Jobs
Policy Library
Political Jobs
Human Rights