



CAREERSHIFT TIP SHEET

CareerShift offers the most comprehensive online resources, designed to support the number one request of job seekers! This is *an easy to use website to conduct and organize your job search*. **FREE FOR CLEMSON STUDENTS!**

ACCOUNT SET UP

Log on to the Center for Career and Professional Development website <http://career.clemson.edu/>

- **STEP 1:** On the top panel navigation titles, click on Resources
- **STEP 2:** Scroll to the bottom of the page to find the header, Favorite Resources
- **STEP 3:** Under Favorite Resources, find the header Student and Family
- **STEP 4:** Under Student and Family, click Career Shift
- **STEP 5:** Create your account by answering a few personal information questions under (**Register To Begin**) After which, you now are ready to enter your member log-in information at the top of the CareerShift webpage to start and save your searches
- To access CareerShift again, just go to www.careershift.com and input your email address and password under 'Member Login'

SEARCH

- To begin your job or internship search, go to **my jobs** tab at the top left
 1. Enter keywords in your interest area or major
 2. Enter the city/state and mileage
 3. Determine if this search is for an internship or part-time/full-time position
- If you are overwhelmed with too many opportunities, try narrowing or being more detailed with the key words that you enter. If the search does not produce the number of opportunities desired, simply try broadening your search. Search with related terms in your field of interest. Please see the example ***majors and keywords on page 2***. You may also save your search and refer to the job/internship findings the next time you log onto the website.

KEYWORDS FOR SEARCHING

Majors/Interests	Keywords
Accounting and Finance	Money, budgeting, mortgage, lending, loans, banking, auditing, taxes, refunds
Agriculture/Forestry	Livestock, supply and equipment, lumber, pulp, land, trees, farming, nature, plants, soil, seed, mulch
America's Advertising Agencies	Ad Agencies, marketing, graphics, communications
America's Top Companies	Fortune 500 corporations
Animal/Veterinary Science	Animal medicine, veterinary toxicology, veterinary practitioners, animal doctors, veterinary anesthesiology, veterinary clinical pharmacology, veterinary dermatology, veterinary internal medicine, veterinary ophthalmology, animal hospital
Architecture, Construction Science, City and Regional Planning and Real Estate	Design, landscape architecture, planning, urban, environment, realtor, mortgage, housing, homes, community development
Bioengineering	Manufacturing, design, research, biomaterials, biomedical, cell biology
Community and Social Service Agencies, Non-profits	Social problems, service, civic service, helping, helper, psychology, social work, charity, human services, youth development, mental health, political science, policy, psychology, sociology, philanthropy, disabilities, learning disabilities, peace
Computer Science and Computer Engineering	Computers, machinery, developers, gaming, IT, tech, modeling and simulation, security, information systems and technology, programming, robotics, software
Computer Science and Computer Engineering	Computers, machinery, developers, gaming, IT, tech, modeling and simulation, security, information systems and technology, programming, robotics, software
Congressional	members of Congress, district offices
Education	Teaching, teacher, school, educator, teach, instruct, educate, curriculum, classroom, students, student affairs, guidance counselor
Communication Studies, Creative Writing & English	Editing, speech, hearing science, business communication, journalism, reporting, TV,
Fine Arts	Art, visual arts, painting, drawing, ceramics, pottery, museums, art class, art therapy, 3D, sculpture, statues, design, digital production, rhetoric design, information design, communication design, architecture, art gallery, graphic design, graphic communication, paper, print, folk
Green	protecting the environment, environmental education, conservation research, environmental policy, grass roots organizing, natural resources, organic, vegetarian, vegan, animal rights, geology, hydrogeology
History and Philosophy	Museums, State and National Parks, Living History Programs and Historical Commissions and Archives, historic preservation, theory

Questions: Contact the Center for Career and Professional Development at 864 656-6000