**JOB BOARDS**

Corporate

LinkedIn: <https://www.linkedin.com/>

Indeed: <https://www.indeed.com/>

CareerBuilder: <https://www.careerbuilder.com/>

Glassdoor: <https://www.glassdoor.com/>

Monster: <https://www.monster.com/>

Government

<http://www.governmentjobs.com/>

<https://www.usajobs.gov/>

Non-profit

<http://www.idealist.org/>

Higher Education

<http://www.higheredjobs.com/>

Regional

Indiana INTERNnet: <https://www.indianaintern.net/>

Work Visa

<http://www.myvisajobs.com/>

**JOB SEARCH FILTERS**

Use the following filters to narrow down your desired jobs:

* Keywords
* Sort By
  + Relevance
  + Date
* Date Posted
  + Past 24 hours
  + Past Week
  + Past Month
  + Any Time
* Salary
  + $40,000+
  + $60,000+
  + $80,000+
  + $100,000+
* Job Type
  + Full-time
  + Part-time
  + Temporary
  + Contract
  + Volunteer
  + Other
  + Internship
  + Apprenticeship
* Location
  + South Bend, IN
  + Elkhart, IN
  + Plymouth, IN
  + Mishawaka, IN
  + Goshen, IN
  + Granger, IN
  + Nappanee, IN
* Company
  + 1-200 employees
  + 201-500 employees
  + 501-1000 employees
  + 1001-5000 employees
  + 5001+ employees
* Industry
  + Information Technology
  + Healthcare
  + Manufacturing
  + Construction
  + Consulting
  + Education
  + Non-profit
  + Government
  + Staffing and Recruiting
* Job Function
  + Business
  + Engineering
  + Arts & Design
  + Education
  + Healthcare
  + Human Resources
  + Information Technology
  + Marketing
  + Sales
* Experience Level
  + Internship
  + Entry level
  + Associate
  + Mid-Senior level
  + Director
  + Executive
* Job Title
  + Software Developer
  + Industrial Engineer
  + Civil Engineer
  + Professor
  + Manager
  + Recruiter
  + Registered Nurse
* Commute
  + In-house
  + Remote
* Benefits
  + Medical insurance
  + Vision insurance
  + Dental insurance
  + 401(k) match
  + Pension plan
  + Paid maternity leave
  + Paid paternity leave
  + Commuter benefits
  + Student loan assistance
  + Tuition assistance
  + Disability insurance
* Features
  + In Your Network
  + Few Applicants
  + Easy Apply
* Save Jobs
* Create a Job Alert
  + Daily or Weekly
  + Emails or Notifications

**APPLICATION FORM**

Google Chrome Autofill

Fill the following in your Google Chrome browser, so it auto-populates every time you fill a form

* Name, Organization, Street address, City, State, ZIP code, Country/Region, Phone, Email

Pre-Existing field saved answers

Save these in a word document, so you can copy and paste when you are filing a form

* University Name, School Name, City, State, Degree, Major, Concentration, Graduation Date
* Employer Name, Street Address, City, State, ZIP code
* Job title, Duration, Job Duties, Reason for leaving
* Supervisor’s Name, Designation, Company, Email ID, and Phone number
* Technical skills
* Soft skills

Attachments

* Resume
* Cover Letter
* Transcript
* Contact Information of all references
* Letters of Recommendation

Grammarly

* Chrome extension for checking Grammar

Job Descriptions

* Print and Save job descriptions as PDF, so you can use it to prepare for interviews

Q&A

* Save unique application answers for using it again in future applications

Note

* Update your Resume using weekly documentation, to-do list, and calendar