**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