Searching and Applying for Opportunities in CareerConnect

**Opportunities** = the label used for all Jobs, Internships, Coops, and On Campus Interviews in CareerConnect.

**Resumes:** In order to apply for an Opportunity in CareerConnect, you will need to upload a Resume. (Some Opportunities may also require a Cover Letter or other materials as specified.) Refer to the Getting Started student guide for instructions on uploading a resume.

If you need assistance creating a resume, consider scheduling an appointment to meet with a Career Advisor. You may do so by clicking the link in the shortcuts section of the CareerConnect home page.

Search for Opportunities in CareerConnect

To search for Opportunities, click the **Opportunities** button in top navigation bar.

- **Note that tabs and sub-tabs** allow you to easily view only the opportunities you are looking for.
- **View details about any Opportunity or Employer** by clicking on the provided links.

Click the **Starry Star** to add a listing to your My Favorites. Use the **Advanced Search** feature to customize your search. Use the **Saved Search** feature to Save your search results and automatically notify you when there are new matching results.
Apply for Opportunities in CareerConnect

Each Opportunity Listing will have one of the following three button options on the listing.

- **Apply**
  
  This means you are eligible to apply. **Click the button to proceed.**

- **✓ Applied**
  
  This means you already applied for this opportunity.

- **You do not qualify for this job**
  
  This means EITHER you have not yet uploaded a Resume, OR the application process for the listing had not yet started, OR that the employer is restricting the application process to students who meet qualification you do not have. In this case, you can view the details of the listing to see what qualification(s) you may be missing. **If you have questions, please contact Career Services at careerservices@umass.edu or 413–545–2224.**

Once you click **Apply**, the following window will pop up on your screen.

You will be prompted to Add the required application documents for the specific listing. These may include: Resume, Cover Letter, Unofficial Transcript, Writing Sample, or other specified documents.

Withdraw a Submitted Application

View your existing Applications by clicking the **Applications** tab in the Opportunities area.

Find the Application you would like to withdraw and click the **Withdraw Application** button. Click OK in the pop up window to confirm your application withdrawal.

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