

## FIRSTHAND- Tip Sheet

Firsthand is a comprehensive career resource that includes industry and profession overviews; rankings and profiles for employers and internship programs; career articles, blogs and videos; sample resumes and cover letters; and an online career library. Students may access Firsthand through the link on the [CSS website](#) with SSO login.

### Gain Career Development Information

- Click on “The Library” and then “Get the Job” to access information on the following:

**Job Search | Resumes and Cover Letters | Networking | Interviewing | International | Career Readiness:**

Review articles as well as sample resumes and cover letters.

**Search Tip- Videos:** Enter topic (resume, cover letter, interviewing, or networking) in the main search box to search and view related articles, videos and guides.

**Day in the Life:** Gain insight on typical duties for professions based on in-depth interviews. Each listing includes an overview, an hourly breakdown of duties completed by the professional during one day, or a daily breakdown of duties for one week.

- Click on “Careers” and then “Professions” or “Industries” to access the following:

**Professions:** Review in-depth information about professions including an overview and sections on the following topics:

- Q&A videos
- job duties
- work environment
- earnings
- minimum education level
- certification or licensing
- experience, skills, and personality traits
- career ladder
- outlook
- employment prospects
- best geographic location(s)
- related professions

**Industries:** Research industries by categories including Fastest Growing Industries, Best Industries for Undergraduates, Best Industries for MBAs, Best Industries for Liberal Arts Majors, and Best STEM Industries. Detailed overviews are also provided for over 130 industries. Each entry includes information on the following:

- overview
- background
- structure
- industry outlook
- resources/associations
- related professions

### Utilize the Online Career Library

- Click “Guides” to access 250+ guides on specific professions, industries, and career-related topics. The *Vault Guide to... Jobs* series includes information on specific options/job titles for a variety of career fields.

### Stay Current on Work-related Topics

- Click on “The Library” and then “Thrive at Work” to read articles about productivity, diversity equity & inclusion, social impact, remote work, negotiating, and workplace issues.

### Research Companies & Internship Programs

- Click “Careers” and then “Companies” to view:
  - Company Reviews – Search companies by name or by category. Reviews include detailed company information and employee reviews. Click “View All” to search companies by size, location and industry.
- Click “Careers” and then “Vault Rankings” to view:
  - Company Rankings – Companies are ranked by industry group.
  - Internship Rankings – Internships are ranked by specific industries and categories such as 100 Best Internships, Most Prestigious Internships, Best Internships for Diversity, Best Internships by Industry, etc.
- Click “Careers” and then “Internships” to view:
  - Internship Reviews – Search hundreds of internships by company name or category. Click “View All” to search internships by location, industry or education level. Reviews include a detailed overview of the internship program and information on how to apply.