



How to Find Great

# INTERNSHIPS & FELLOWSHIPS

In the UCLA BruinView™ System at [career.ucla.edu/BV](http://career.ucla.edu/BV)

## WHAT IS THE BRUINVIEW™ CAREER MANAGEMENT SYSTEM?

BruinView™ is UCLA's online career management service and a main portal for employers to hire students and alumni. Companies, institutions, and non-profits typically list over 10,000 jobs, internships and fellowships on the system each year. BruinView™ gives UCLA candidates the power to apply for positions directly, arrange interviews, and network through company information sessions.

Designed and managed by the UCLA Career Center, BruinView™ offers a versatile, ad-free platform that allows employers to post new assignments free of charge at UCLA. All current students and registered alums enjoy exclusive access to current listings, which are reviewed and updated daily. This tutorial provides an overview of effective BruinView™ search techniques. To log in for the first time, go to [career.ucla.edu](http://career.ucla.edu) and click the login box at the upper left corner of the page.

## GETTING STARTED

### Create a Profile and Store Your Resume

BruinView™ is a password-protected system that requires all clients to register and create a profile prior to searching for jobs and internships. Candidates can store multiple resumes, cover letters, transcripts and other materials in the system. This feature allows users to apply from any site with computer access, worldwide.

When you first log in to BruinView™, you will be asked to create your profile, which can be changed at any time under the "Profile" tab. It is important to keep this information updated since employers may use it to screen qualified candidates. The "Documents" tab on the BruinView™ home page allows you to upload resumes, cover letters, transcripts and writing samples from your desktop. BruinView™ converts these documents to pdf files. Employers do not have access to your resume and will only see the materials you send in response to a specific job.

## GENERAL SEARCH TIPS FOR FIRST-TIME USERS

**On the BruinView™ home page, click "Jobs" to start searching!**

- You will first see a basic search menu, which allows you to search by keyword. *Keyword search scans the full text of all job descriptions and shows you all assignments that mention one of our target words. An effective multiple keyword search may include your major, an industry that interests you, a skill you offer, a population you want to work with, or a specific job function.*



- You will also see an “Advanced Search” tab, which has more targeted search options. Most counselors and students prefer using Advanced Search.

-At the bottom of the “Advanced Search” menu, you will see an option for “More Filters.”

1. Note that BruinView™ listings combine jobs, campus interviews, internships and fellowships. The search field “Job Type” allows you to specify your interest in any of these assignments.
2. Remember to use BruinView™’s navigation buttons and tabs - rather than your browser’s “back” button - to refine a search and get information more quickly. Your browser’s “back” button will take you out of BruinView™.
3. In Advanced Search mode, notice that BruinView™ saves the criteria of your last search. You must click the “Clear” button to start an entirely new search.
4. In the “more filters” option of “Advanced Search,” BruinView™ allows you to specify a state (“California”) and enter a city name (“Los Angeles”). Note that specifying a city like LA will exclude nearby communities (Santa Monica, Beverly Hills).
5. The “Saved Searches” option next to “Advanced Search” allows you to save your search criteria. Also, you may request that scheduled emails be sent to you with opportunities matching your saved search criteria. For more information about this feature, see page 3, “Saved Searches Feature.”
6. For job or internship listings, BruinView™ requires employers to list a salary type and salary range for your review. However, employers describe salaries in different ways, and for this reason there is no search field to specify paid or unpaid assignments.
7. When searching for student assignments, remember that many employers will list paid positions under “part-time” rather than “internship.” Fellowships are generally paid one-year assignments for new graduates or grad students.
8. It is often easiest to review the most recent jobs if you organize your results by date. To do this, click the heading “Posted” in your search results until a current or future date appears at the top.
9. Employers on BruinView™ post positions directly. This means that companies offering similar jobs in the same industry may describe their assignments in different ways. For this reason, it’s important to test a variety of search techniques to find those that work best for you. Remember that a job post is basically an advertisement which employers design to encourage your response. If you see something that you feel is unclear or misleading, please notify your career counselor or our employer relations team at this email address: BruinView@career.ucla.edu.
10. Remember that every employer on BruinView™ has made a specific (and wise) decision to promote that job or internship at UCLA. Even if you are looking for an internship, scan the full-time job listings that match your preferred industry or job function. These listings may lead you to additional jobs or internships posted on the company’s own website. You will also see the specific qualifications employers seek in candidates. All employers have the same goal - to see your resume. So when in doubt, apply!

Check BruinView™ "Help" buttons and online video tutorials to learn more about a function.

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## BRAINVIEW™ SEARCH FEATURES AND TECHNIQUES

### TO GET STARTED

1. Log in > Jobs & Internships > Advanced Search
2. Here you can search by:
  - Location
  - Position Type (Full-Time, Internship, etc.)
  - Job Function (Employee Role): *For example, the function “Finance/Accounting” might capture accounting jobs in the aerospace, banking and public relations industries.*
  - Industry
3. Press “More Filters” at the bottom of the Advanced Search menu to search by:
  - Academic Major/Minor
  - Certificate Programs
  - City, State, or Country

In order to select multiple options in each search category, press and hold the control key as you select additional options. *For example, if you would like to select more than one job function, you can select “Finance/Accounting” and press and hold the control key while clicking on “Communication/Writing.”*

## SAVED SEARCHES FEATURE

*The Saved Searches feature allows you to save your Advanced Search settings so you can revisit them. You can also opt in for regular e-mails with updates about the results of your saved search.*

1. After you have selected your criteria and pressed “Search”, click the “Saved Searches” option next to the “Advanced Search” option
2. Title your search (i.e. “journalism internship”)
3. Select how frequently you would like opportunities matching your criteria to be sent to your account
4. Select whether you would like only new opportunities to be sent, and press “save”

## BROWSE OPPORTUNITY LISTS

*Opportunity Lists are combined lists of internship opportunities within a specific field*

1. Under the “Resources” tab click “opportunity lists”
2. Browse the lists or narrow your search by keyword

## MARK YOUR CALENDAR FOR EMPLOYER INFO SESSIONS AND CAREER CENTER WORKSHOPS

*Once a year, many major employers host info sessions to give you an insider’s view of their industry and how to successfully apply for jobs or internships. In addition, the UCLA Career Center hosts a variety of workshops to assist you in exploring career options, building a strong resume, or applying to grad school. These sessions are all listed on BruinView™.*

1. Log in to career.ucla.edu, or click “Home” to return to your welcome page
2. Click the tab for “Information Sessions, Fairs and Workshops”
3. You will see tabs for “Information Sessions,” “Workshops,” and “Career Fairs”
  - Info sessions are events hosted by employers to highlight their opportunities or offer useful application tips
  - Workshops are hosted by the Career Center team to help Bruins build jobs search, application and interview skills
  - Career Fairs are a great way to meet many recruiters in one place
4. Click on any date to get more details for an info session or workshop
5. Click the RSVP link to reserve your space
6. Prior to attending employer events, it’s wise to visit the company’s website to view the full range of jobs and internships they offer.

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## ADDITIONAL RESOURCES

### RESUME BOOKS

*Resume books allow your resume to be sent out to employers based on your field of interest.*

To submit your resume to a resume book, go to the “Documents” tab on the top menu bar and select “Opt-in books.” This will redirect you to a page with a selection of resume books by field of interest.

### COUNSELING APPOINTMENTS

Need one-on-one help with career prep? You can schedule a counseling appointment at the career center.

Types of appointments include:

- Career Counseling
- Resume/Cover Letter Critique
- CV Critique
- Internship Advising
- Job Search Strategies
- Mock Interview
- Personal Statement

To schedule an appointment, select the “Counseling Appointments/Calendar” tab on the top menu bar. This should redirect you to an appointment scheduling page.