



GETTING STARTED

- First, set up your account and create your profile. Choose any username and password.
- For **off-campus** use, an additional Wellesley-specific password is required and can be obtained by accessing **CLOE** (Career and Life Online Exploration) resources at <http://www.wellesley.edu/cws/cloe.html> or by calling (781) 283-2352.
- Employers **cannot** view your personal profile. Therefore, be sure to include information such as your GPA. If you don't enter a GPA, MonsterTrak automatically defaults to a 0.0 GPA, which may make you ineligible and unable to view many position listings.
- Be sure to select all fields that apply in the "Career Center Services Desired" drop down box, as the CWS will correspond with you based on your selections.
- You have the option of making your uploaded resume viewable for registered MonsterTrak employers to search.

SEARCHING FOR INTERNSHIPS

- MonsterTrak lists nationwide opportunities, though the Northeast is the most popular geographic region represented. While MonsterTrak highlights positions from all industries, internship programs in communications, advertising, public relations, TV, radio, consulting, and banking/finance are the most numerous.
- Under **Job Listing Date**, select "**All**" to yield the most results. Then, narrow the list from there.
- Under **Job Listing Type** you can select specific job types or select "**All**" to yield the most results. The results may seem overwhelming, but remember that while finding a position is useful, identifying an organization that interests you can be equally rewarding.
- Select your desired **location**. Hold the **Control (Ctrl)** key down to select multiple items in a list.
- Choose your **Job Category**—only one category can be selected per search.
- Keywords are helpful but not necessary; they may limit your results. Do not provide a keyword unless your results are too numerous.