

# COLUMBIA UNIVERSITY

SCHOOL OF INTERNATIONAL AND PUBLIC AFFAIRS

## Office of Career Services

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## INTERNATIONAL MEDIA AND COMMUNICATIONS (IMC) JOB SEARCH FACT SHEET

The following career-related resources are available in the OCS Library or online through the OCS Website (via [http://sipa.columbia.edu/resources\\_services/career\\_services/current\\_students/career\\_resources.html](http://sipa.columbia.edu/resources_services/career_services/current_students/career_resources.html) and/or [http://sipa.columbia.edu/resources\\_services/career\\_services/current\\_students/find\\_job.html](http://sipa.columbia.edu/resources_services/career_services/current_students/find_job.html)).

<b>OCS Fact Sheets</b>	◆ OCS has Fact Sheets on a wide variety of topics including the International Organization Job Search, Preparing to Market Your MIA Degree in the Private Sector, and Career Opportunities in various fields (see career resource carousel for a complete list).	
<b>Concentration Specific Books</b>	◆ Vault Guide to Media & Entertainment ◆ News Media Yellow Book ◆ 'Dwyer's Directory of Public Relations Firms ◆ Editor & Publisher International Yearbook Part 1,2 & 3	◆ The Media Internship Book ◆ National Business Employment Weekly Interviewing ◆ Internships with America's Top Companies ◆ The Media Internship Book
<b>Periodical Subscriptions</b>	◆ International Careers Employment Weekly ◆ Monday Developments	◆ The Chronicle of Philanthropy ◆ The New York Times

### General Resources

**Alumni Career Advisory Program (ACAP):** An online directory of SIPA alumni accessible through SIPA Global Connection who have volunteered to serve as career mentors to current SIPA students and other alumni. This resource is an excellent source of networking and informational interview contacts, accessible at: [www.alumniconnections.com/SIPA](http://www.alumniconnections.com/SIPA).

**Fact Sheets:** Cover Letter and Resume Tips, Interview Preparation Tips, and Evaluating Job Offers, etc. at [http://sipa.columbia.edu/resources\\_services/career\\_services/current\\_students/career\\_resources/fact\\_sheets.html](http://sipa.columbia.edu/resources_services/career_services/current_students/career_resources/fact_sheets.html).

**Sample Resumes and Cover Letters:** at [http://sipa.columbia.edu/resources\\_services/career\\_services/current\\_students/career\\_resources/sample\\_resumes.html](http://sipa.columbia.edu/resources_services/career_services/current_students/career_resources/sample_resumes.html).

**Internship Report Binders:** A compilation of SIPA students' reports describing how they secured internships and their experiences in those internships.

**Books:** More than 100 publications are available including Vault Guides to Finance, Consulting and Case Interviews, Consultants and Consulting Organizations Directory, and the Encyclopedia of Associations (which lists trade groups and professional associations by industry).

**Career Events:** Current students should use SIPATRAK and the OCS Career News (newsletter) to keep up to date on OCS-sponsored career events including employer information sessions, conferences, networking receptions and career panels.

**MonsterTRAK/SIPATRAK:** Review internship and full-time job postings for employment opportunities via [http://sipa.columbia.edu/resources\\_services/career\\_services/current\\_students/find\\_job.html](http://sipa.columbia.edu/resources_services/career_services/current_students/find_job.html). This database is updated daily.

## **Employer Information**

For a listing of employers who have hired SIPA interns and/or graduates in your field, please refer to previous year employment statistics by visiting [http://sipa.columbia.edu/resources\\_services/career\\_services/employment\\_statistics.html](http://sipa.columbia.edu/resources_services/career_services/employment_statistics.html).

## **Web Sites**

A sample of good web sites with information and/or job listings for your concentration:

- ◆ Accuracy in Media: [www.aim.org](http://www.aim.org)
- ◆ American Society of Newspaper Editors: [www.asne.org/index.cfm](http://www.asne.org/index.cfm)
- ◆ Annual Survey on Journalism and Mass Communication: [www.grady.uga.edu/annualsurveys/](http://www.grady.uga.edu/annualsurveys/)
- ◆ Bloomberg News: <http://about.bloomberg.com/careers/index.html>
- ◆ CNN News: [www.cnn.com](http://www.cnn.com)
- ◆ International Center for Journalists: [www.icfj.org](http://www.icfj.org)
- ◆ New York City Department of Consumer Affairs: [www.ci.nyc.ny.us/html/dca/html/home/home.shtml](http://www.ci.nyc.ny.us/html/dca/html/home/home.shtml)
- ◆ Listings and resources concerning private sector industry leaders: <http://money.cnn.com/magazines/fortune/>
- ◆ Listing of international jobs: [www.internationaljobs.org](http://www.internationaljobs.org)
- ◆ Largest and most-visited resource for media jobs: [www.journalismjobs.com](http://www.journalismjobs.com)