Take Advantage of UW's Subscription to LinkedIn Learning

Have extra time on your hands during the Pandemic? Curious about gaining certifications and learning about topics you haven't had time for in the past?

University of Wyoming has LinkedIn Learning available to Faculty, Staff, and Students (and likely recent graduates too!).

LinkdedIn Learning is a powerful online learning and develop platform that offers relevant content on various topics: business, technology, Adobe, Oracle, Cisco, Unity 3D, and more. Check it out: http://www.uwyo.edu/hr/training/linkedin.html

In This Week's Bulletin

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Career Services Update

The Career Services team will be working remotely. We are still taking appointments, scheduling information sessions, and available for assistance via phone and email. Contact information is just below.

Tyler Grabner | Internship Coordinator

Email: tgrabner@uwyo.edu

Make an appointment with Tyler by clicking here!

Ann Jones | Associate Director of Career Services

Email: aljones@uwyo.edu

Make an appointment with Ann by clicking here!

Aurora Noe | Career Peer

Email: anoe1@uwyo.edu

Make an appointment with Aurora by clicking here!

Announcements

Job Searching - COVID Edition

July 1, 2020
10:00am MDT
https://uwyo.zoom.us/j/95617396737

This event will be hosted by CEAS Career Services. This event's purpose is to allow students to ask any questions they may have about job searching during COVID-19 as well as participate in discussions will other students as well as Tyler Grabner, the internship Coordinator, and Aurora Noe, a Career Peer. This virtual event will be completely anonymous for students. So, video will not be enabled for students.

Click for More Information

ES 3100 Class

The purpose of this Internship Preparation course is to prepare students for applying to internships in all applicable facets. Students will learn how to build their resume, write job specific cover letters, search for positions, and communicate with employers effectively. This course is a self-study with assignments given weekly. Students will be required to complete assignments and schedule individual appointments with an instructor in order to follow up on assignments.

INTERNSHIP PREPARED COURSE

ES 3100

- Preparing for employment after-college may be the most important steps you take while in-college

- Start early with the ES 3100-Internship Prepared course designed to increase your awareness and access to job resources, internships, and employers

- Two sections offered Fall 2020: Independent Study or Traditional Lecture Classroom

ONE CREDIT HOUR | FOCUS ON CAREER READINESS | PROFESSIONAL DEVELOPMENT

UW | College of Engineering and Applied Science

ENROLL NOW!

Click for More Information

Weekly Highlight

BuzzFile

What is BuzzFile?
BuzzFile is the most advanced company information database with advanced search and productivity tools that enable users to locate the exact businesses they are searching for. It also provides colleges and universities access to potential employers by major and state. It enables students to discover

thousands of potential employers in their major.

How to use BuzzFile Effectively?

To utilize BuzzFile most effectively use the following features that BuzzFile includes:

- Powerful organizational tools that allow users to see their research in a tabular format where they can select which columns of information to display. Furthermore, they can sort and filter by any field as well as highlight and map specific prospects.
- Personalize and save virtually everything. To maximize efficiency and reduce redundant effort, users are able to save their work. Users can create search criteria that yield the exact list of companies they are looking for. They can then name and save that criteria where it will be available for them to use in the future. Users are also able to save as many addresses as they want, allowing them to quickly find companies within a set distance from these addresses. Users can create and save custom views by selecting what columns of information to display. They can also name and save their search results as a LIST.
- The LIST functionality on Buzzfile is particularly powerful. A user can create, name, save and share lists. They have the flexibility to share these lists with other colleagues, everyone or no one at all. They can set it as a Public List where anyone can view or edit it. They can set it as a Members-Only List where the user determines who has access to the list and whether they can edit it or not. A Members-Only List will appear in search results but non-members will not be able to view its contents. They can also set the list as a Private List. Although Private Lists do not appear in search results, the user can still share them with others if they choose. Once a list is created, those who have edit privileges can add or remove companies from the list, constantly improving the quality and value of the list
- Highly functional Company Reports with a wealth of contextually relevant information. Buzzfile not only provides the typical contact, industry and map information but a great deal more. Users are able to see company and trade name, estimated revenues and employees, year business was formed, other businesses located at the same address, similar businesses nearby, nearby resources including restaurants, coffee shops, parking facilities, hotels, and neighborhood demographic information. Users also have the ability to download to contacts or add to lists.

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Setting Up/Creating Your BuzzFile Account

Sign in | f | 𝕏 | in   If you already have a BuzzFile account, click the 'Sign in' icon. If you have not created an account yet, click the 'Sign in' icon.

If you have an account, then sign in on this page. If you do not have an

Sign In

Enter Username or Email

Next

Not a Member? Register

account, click the red 'Register' icon.

After clicking on the 'Register' icon you will be brough to this page. From here fill out all of the required boxes. Be sure to use your UWYO Email address, and use the University of Wyoming as the company.

Once you have filled in all of the requires boxes, click the "Register" icon at the bottom of the page.

Once you are register, you will be sent an email, in this email you will be asked to activate your account, by clicking on a link.
Now you are ready to begin using BuzzFile, for you job search.

Registration

If you already have an account? Sign In

Please enter complete and correct information on your Buzzfile registration

Sign In Information

Email Address

Password must be 8 characters or more and contain a combination of letters and numbers

Confirm Email

You will receive an activation email.

Password

Username

Confirm Password

User Information (All fields are required)

First Name   Company Name

Last Name   Company Website

Title / Occupation   Street Address

Phone +1   City

State   Select State

Zipcode

Check the box below, if you're not a robot.

I'm not a robot
reCAPTCHA
Privacy - Terms

Industry/Sector   Select Line-of-Business

Buzzfile will never provide your personally-identifiable information to other parties unless you request it. By registering I agree to Buzzfile's Terms of Use and Privacy Policy and understand that Buzzfile makes no guarantees about the information provided.

Register

ii handshake

- new jobs and internships are posted daily -

Companies recently postings: United States Navy Civil Engineer Corps, VIVID Engineering Group, Inc., Raker Rhodes Engineering, LLC, FirstPass Engineering, Pacific Architects and Engineering (PAE), (and many more!)

Click on the **Handshake** button above and

students use your UW username and password to sign-in;
update your student profile if actively seeking
employment opportunities

Self-directed career preparation modules
(Including resume/cover letter/interviewing/networking)

Click the EPIC button above and use your UW username and password to sign in and start learning!

Feel free to contact Ann Jones or Tyler Grabner by emailing CEAScareerservices@uwyo.edu for any questions.

You can also make an appointment with us for job search help, cover letter help, resume assistance, etc. by clicking [here](#).