

## VAULT- Tip Sheet

Vault is a career resource that includes industry and profession overviews; rankings and profiles for employers and internship programs; a job and internship database; career articles, blogs and videos; sample resumes, cover letters and interview questions; and an online library. Students and alumni may access Vault through the “Career Center” > “Resources” section of Handshake.



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[Vault Rankings](#)

[Research Companies](#) ▾

[Explore Internships](#)

[Career Advice](#) ▾

[Blog](#)

[Vault Guides](#)

[Jobs](#)



### Gain Career Information and Advice

- Click on “Career Advice” and then one of the following:

**Resume Tips & Samples | Cover Letter Advice | Interview Tips & Questions | Networking 101:** Review articles and videos; sample resumes, cover letters, and interviewing questions; and featured guides and blogs.

**Research 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 overview includes information on the following:

- primary products
- pros and cons
- background
- defining events
- structure
- the industry today
- current trends and issues
- industry outlook
- resources and associations

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

- history
- the job
- earnings
- work environment
- exploring the job
- education and training requirements
- certification, licensing, and special requirements
- experience, skills, and personality traits
- employment prospects
- advancement prospects
- outlook
- unions and associations
- tips for entry
- resources and associations

**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.

**Career Q&A Videos:** Watch interviews that provide insight and advice from professionals working in various industries.

### Stay Current

- Click on “Blog” to read about the latest news and trends in salaries, benefits, and other workplace issues.

### Utilize the Online Career Library

- Click on “Vault Guides” to access 250+ guides on specific professions, industries, and career-related topics. For example, the *Vault Career Guide to...* series includes informational interviews of professionals working in various industries. The *Vault Guide to... Jobs* series includes information on specific options/job titles for a variety of career fields.

### Research Companies & Internship Programs

- Click “Research Companies” to view:
  - Company Reviews – Search companies by name or browse by industry, location, type, or size. Reviews include detailed company information and employee reviews.
- Click “Vault Rankings” to view:
  - Company Rankings – Companies are divided into industry groups and ranked on a 1-100 or 1-50 scale.
- Click “Explore Internships” to view:
  - Internship Reviews – Search hundreds of internships by company name or browse by industry, location, area of interest, compensation, or education level. Reviews include a detailed overview of the internship program, intern reviews, and information on how to apply.
  - Internship Rankings – Internships are ranked by specific industries as well as categories such as 50 Best Internships, Most Prestigious Internships, Best Internships for Quality of Life, Best Internships for Employment Prospects, etc.

### Search for Jobs & Internships

- Click on “Jobs” to search thousands of new jobs and internships posted daily.