



How to Navigate Vault

Step 1: *Access the Vault Resource*

- In order to access Vault, you will have to go to your career and/or library website.
- Then, click on the Vault access link to gain unlimited access to all Vault services.

Step 2: *Research Companies*

- Vault provides profiles for 6,500+ companies, spanning different industries and locations.
- Company profiles include an overview of the company, ranking information, Vault review, “Why Work Here” section, internship information, and company initiatives.

Step 3: *Research Industries, Professions, and Internships*

- Vault offers over 100 extensive industry and profession profiles. In order to find the right profession for you, fill out the criteria including education, personality traits, areas of interest, favorite school subjects, and your desired annual earnings.
- Search over 900 internship profiles. To find an internship tailored to your interests, you can fill out similar criteria: location, industry, area of interest, and compensation.

Step 4: *Download the Vault Career Guides*

- Vault offers 180+ downloadable guides, covering numerous different topics.
- You have unlimited access to all Vault guides, and can view them in three different formats: Imbedded Reader, Adobe, and ePub.
- Vault’s guides are consistently updated and have been in production since 1993.

Step 5: *Search for a Job*

- With Vault’s revamped Job Board, you have access to thousands of current job opportunities.
- Job search allows you to specify your search by location and industry.
- Upload your resume as private, public, or anonymous.
- Get Job & Internship Alerts according to your preferences.
- “Be Discovered” by top employers who have access to Vault’s Resume Database!

Step 6: *Utilize All Other Vault Tools, Including:*

- Education content
- Editorial information and videos
- Sample resumes and cover letters



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