STARR Search Quick Start

STARR Search
All current Baruch students automatically receive accounts at the beginning of their first semester.
Access STARR Search by visiting our site: www.baruch.cuny.edu/careers
Click the STARR Search button on the upper right corner of the site to Log In.

LOG IN
Username: firstname.lastname@baruchmail.cuny.edu
Password: was included in your Welcome Email sent to your baruchmail.
Click “Forgot Password” and we will email you with instructions on how to reset your password.

PROFILE
Complete or update your profile information by clicking on the Profile tab.
*You will not be able to fully utilize the system until you complete your profile. All information must be accurate; your STARR Search privileges WILL BE revoked if your information is inaccurate.

UPLOAD DOCUMENTS
You can upload various document types (resume, transcripts, cover letter, etc.) using the Documents tab.
Upload: Simply click on “Add New”, select appropriate document type and upload your file.

SEARCH FOR A JOB
You can search for opportunities by clicking on the Jobs & Internships tab.
Click on Position Type and select the appropriate position type.
After you click on Search, all of the positions will be viewable.

APPLY
You can apply to the positions by clicking on the job title.
After you read through the description, click on the Apply button and select the resume you would like to submit.
Remember to click on the Submit button to submit your resume.

STARR Search Services
GENERAL JOB AND INTERNSHIP SEARCH - apply to positions
ON CAMPUS RECRUITING - interview with various companies on campus
SCHEDULE APPOINTMENTS - career counseling, mock interviews, resume reviews, and career assessment tools
MOCK INTERVIEW MODULE – practice and record your interviews
WORKSHOPS/EVENTS/CALENDAR - RSVP for workshops and events
CAREER OUTCOMES - update your employment information when you are hired

RESUME TIPS
Your resume should be a PERFECT easy to read one page advertisement of yourself.
- Highlight your achievements, skills, and background
- Do not exaggerate
- Quantify your results if possible
- Make it easy to read
- Mirror job posting language, include keywords taken directly from job description

If you have a STARR Search account questions, call the SCDC at 646.312.4670.

STARR Career Development Center Info Sheet
SCDC Walk-In Schedule | STARR Search Q & A Walk-In
--- | ---
Tuesday 3:00PM - 5:00PM | Wednesday 3:00PM - 4:00PM
Wednesday 3:00PM - 5:00PM
Thursday 3:00PM – 5:00PM

Please arrive no later than 4:30PM to ensure you are seen during walk-in hours.
Fritz Raza-May  
24-76 Elmer’s Street, Brooklyn, NY 15469 
Cell: (521) 242-1070 • fritz.razamay@baruchmail.cuny.edu

OBJECTIVE  
To obtain an internship in accounting.

EDUCATION  
Baruch College  
Bachelor of Business Administration  
Intended Major: Accountancy  
Intended Minor: Sociology  
Overall GPA 3.0  
New York, NY  
Expected June 2018

Manhattan High School  
Overall GPA: 3.1  
Graduated June 2014

RELEVANT COURSES  
Principles of Accounting | Introduction to Marketing | Introduction to Business

HONORS & AWARDS  
Honor Roll, Manhattan High School, September 2013 – June 2014

PROJECTS  
Shadow-a-Company, Introduction to Business, Baruch College  
Researcher  
Jan. 2014  
New York, NY  
- Scrutinized Microsoft’s financial statements to observe a net profit within three fiscal years  
- Calculated profitability analysis ratios and analyzed the company’s current standing compared to Oracle Corporation

LEADERSHIP & ACTIVITIES  
AIESEC, Baruch College  
Member  
Sept. 2014 - Present  
New York, NY  
- Participate in 3-5 volunteer events per year to benefit the local community

EXPERIENCE  
Babysitter  
- Cared for 4 children ranging in ages from 5-9 years old, 3 nights per week  
- Prepared stimulating educational activities for children  
- Provided parents behavioral feedback

SKILLS & LANGUAGES  
Proficient in Microsoft Office (Word, Excel, PowerPoint, Outlook, Access)  
Fluent in Hebrew; Proficient in Spanish