EY Center for Careers
Students' Guide - How to Use SUNlink

SUNlink is the CSUN Career Center's online job site where employers post a wide variety of part-time, internship and full-time positions in fields across the spectrum. These employers are interested in hiring CSUN students and alumni. Students can use SUNlink for free, and alumni can use SUNlink for a minimal fee (see http://www.csun.edu/career/eligibility-and-fees for information about eligibility and fees).

Establish an account in SUNlink (see the SUNlink Registration Instructions) if you are looking for part-time, internship or full-time positions.

Fill in your profile with the required information as per firms / job postings (does not have to be 100% complete), upload your resume and cover letter(s) as needed.

Check SUNlink periodically as many employers post positions and do not notify the EY Center for Careers; therefore, we are not aware of these openings, and do not e-blast the postings to you.
- You can save "favorites" for firms (note: you will find duplicate listings for firms)
- SUNlink will make suggestions for positions similar to those you are currently viewing
- You can search by Key Words to do a wide angle search and find more obscure postings

Profile Fields:

Grad Date: Put in your best estimate for your graduation date. Be honest, as an employer will review your unofficial transcript and can estimate your graduation date as well.

Major: Be specific with your current enrolled major - Bachelor or Master of Science, Accountancy, Information Systems or Computer Information Technology

Degree Level: This pertains to what you have **already completed** - in other words, if you have not yet achieved a B.A. or B.S. degree, you are an undergraduate. However, if you are an alumnus, then you have already achieved a Bachelor or Master level degree. If you are currently enrolled in a Masters program, you have achieved a Bachelors degree.
- Undergraduate Student - you are currently enrolled in a Bachelors program at CSUN.
- Bachelor of Arts (B.A.) or Bachelor of Science (B.S.) - you have already graduated with a B.A. or B.S. degree.
- Master of Arts (M.A.) or Master of Science (M.S.) - you have already graduated with a M.A. or M.S. degree.

Class Level: Select as noted on your unofficial transcript (based on the # of units completed toward your degree)
- Freshman, Sophomore, Junior or Senior - as indicated.
- Graduating Senior: you are in your last semester as of the date you are applying within a Bachelors program at CSUN.
- Graduate Student: you are currently enrolled in a Masters program at CSUN.
- CSUN Alumnus - you have already graduated with a Bachelors or Masters degree from CSUN.

Applicant Type:
- Undergraduate (same as Undergraduate Student above) - you are currently enrolled in a Bachelor program at CSUN.
- Graduating Senior - you are in your last semester as of the date you are applying within a Bachelors program at CSUN.
- Alumni (same as CSUN Alumnus above) - you have already graduated with a Bachelors or Masters degree from CSUN.
- Graduate Student (same as above) - you are currently enrolled in a Masters program at CSUN.