

Career Resource Center

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Safety Tips for Your Internship and Job Search

Posting sites can provide a very effective search strategy, but students are urged to exercise caution when using them and should be aware of scams that take advantage of motivated internship or job seekers. If you experience any of the circumstances listed below, please reach out to us *immediately*, so that we can attempt to assist you as well as prevent your fellow students from becoming victims of these scams.

The following requests represent a possible scam:

- The employer requests your credit card or bank account numbers, or copies of other personal documents, but you in turn receive nothing in writing.
- The employer requests that you send payment by wire service or courier.
- You are offered a large payment or reward in exchange for allowing the use of your bank account – often for cashing checks or transferring money.
- You receive an unexpectedly large check.
- The employer asks you to pay money up front for the promise of a job.

Tips to Avoid Scams

- No legitimate employer will ever offer you a job or an internship without interviewing you first.
- We do not share or sell resumes to employers. We do not allow employers to “shop” resumes in BizLink. As mentioned, if we were in fact preparing a book of resumes for an employer, you would be invited to submit your resume yourself.
- NEVER disclose personal information through email. Do not send your date of birth, SSN, address, cell phone number, etc. through email, ever.
- NEVER accept a package or mail that is mentioned as part of an exchange that needs to occur. This exchange usually includes a request from the fake employer/criminal for you to deposit a check into your bank account and then send cash.
- Always check the email address of the sender – Gmail addresses are often used in these scams. Legitimate employers usually would not be sending you email from Gmail addresses.
- Read the email for correct spelling, punctuation, phrasing of sentences, and proper grammar. Most scam emails are littered with improper grammar, typo’s and spelling mistakes.

To learn more about conducting a safe internship or job search, spotting scams and protecting yourself, see:

[Better Business Bureau – 10 Steps to Avoid Scams](#)

[Federal Trade Commission - Job Scams](#)

[Internet Crime Complaint Center](#)

[Monster.com – A Safe Job Search](#)