Check Out Indiana Career Connect

Indiana Career Connect is the State’s job searching website. Job seekers can post their resume and search for employment opportunities.

Virtual Meetings Available

Need to set up a Career Development meeting? We can help with resume review, mock interviews, job search and more.

Email the Career Development office to set up a time that works best for you.

Ivy Tech Bloomington Newsletter

Welcome to this monthly Career Development newsletter. All jobs and internship opportunities mentioned in this newsletter can be found by logging in to HireIvy on your MyIvy homepage, before clicking the links.

Job Opportunities

Advanced Manufacturing, Engineering, & Applied Science

- Manufacturing and Production – ResourceMFG – Full Time
  Job ID: 812182
- CNC Operator – 3D Stone Inc. – Full Time – Job ID: 812022

Health Sciences

- Radiologic Technician – Monroe Hospital – Full Time
  Job ID: 812513
- Ultrasound Technician – Monroe Hospital – Full Time
  Job ID: 812514
  Job ID: 791417
- CNA-Certified Nursing Assistant – Monroe Place – Full Time
  Job ID: 809595
- LPN - Licensed Practical Nurse – Monroe Place – Full Time
  Job ID: 809593

Information Technology

- Network and Security Administrator – City of Bloomington
  Full Time – Job ID: 812562

Business, Logistics & Supply Chain

- Commercial Services Representative – Baxter – Full Time
  Job ID: 812249
- Leasing Specialist – J.C. Hart Company – Part Time
  Job ID: 812268
- Creative Content, Branding, Sales, HR – Mid-America Radio Group
  Full Time – Job ID: 812221
Resume Review

Need an extra pair of eyes on your resume?
Submit your resume to the Career Development office and received feedback. Please include “Resume Review” as the subject and interested positions.

Contact Us

Kayla Dusseau
Director of Career Development
812-330-6018
bloomington-careerdevelopment@ivytech.edu

Work & Learn Opportunities

Work & Learn positions listed below consist of internship opportunities posted on HireIvy by employers seeking Ivy Tech students and alumni. Please log in to HireIvy on your MyIvy homepage, before clicking the links.

Advanced Manufacturing, Engineering, & Applied Science
- Operations Engineer for Manufacturing – Genie Supply
  Job ID: 812317

Business, Logistics & Supply Chain
- Marketing Intern – Dyche Insurance Agency – Job ID: 812323

Developing Your Cover Letter

Just like your resume, creating a cover letter is another important step to beginning your career. The most important thing you can do before writing your cover letter is to understand what it is.

The cover letter is an introduction to your resume, and it tells who you are and why you’re a great fit for a role. A well-written cover letter tells an employer why you are interested in the company or position you are applying for, and provides a strong summary of your professional skills and experiences as they relate to the specific position of interest.

As you complete your cover letter, be sure to consider the following:
1. Limit the document to 1 page.
2. Single-space the body of the letter and double space between paragraphs.
3. Check all spelling and make sure there are no grammatical errors. Triple check!
4. Write with your reader in mind.
5. Be confident in your supporting paragraphs and request an interview at the end.
6. Proofread at least three times. Twice by yourself and once by a trusted family member, friend, industry professional, or your Ivy Tech Career Coach.