Using Career Development Center’s Employer Database

Career Development Center (CDC) maintains a database of employers looking for interns or student workers. In order to have access to this database, students must register on-line with the CDC using the CSO database. In this database, student records are maintained for employers to review and contact.

This is CSO’s link. [https://www.myinterfase.com/ashland/student/](https://www.myinterfase.com/ashland/student/)
To sign into the CSO Online database, please use your AU 9 digit student ID number. It is used for both your user name and password in CSO.

Once you get in you will be asked to fill out some information. You may then upload your resume. If you have not had it critiqued, I would recommend that you call the Career Development Center and set up an appointment to do so before uploading it. Internships are listed on an ongoing basis so you will need to check back often to review postings and keep your information up-to-date and view CDC events and workshops.

I would also encourage you to search [www.indeed.com](http://www.indeed.com) for internships. It is a very good source for internships, also. It should be checked frequently, too.

The Career Development Center would be more than happy to assist you in the development of your resume and your internship search.

Please call 419-289-5064 to set up an appointment.