Create your account

1. Go to career.unm.edu in any internet browser
2. Under **Students & Alumni**, Click **Job & Internship Search**
3. Access or create your LCC account**
   - **Current UNM Students**
     a. Under **Access for Current UNM Students**, click “here”
     b. Enter NetID and Password
   - **Alumni**
     c. Under **Access for UNM Alumni**, click “here”
     d. Click **Register**
4. Fill out your profile
5. Your account will be reviewed and approved within 48 business hours.
6. Once approved, you will receive a verification email. Open this email and click on the link to verify your registration.

Log in

1. Go to career.unm.edu in any internet browser
2. Under **Students & Alumni**, Click **Job & Internship Search**
3. Access or create your LCC account**
   - **Current UNM Students**
     a. Click “here” under **Access for Current UNM Students**
     b. Enter NetID and Password
   - **Alumni**
     a. Click “here” under **Access for UNM Alumni**
     b. Enter Username and Password

Create your profile

It is important to keep your profile updated. Some job postings specify requirements, such as major, GPA, and work authorization that can eliminate you from application eligibility.

Click **profile** to update your profile.

The profile tab also allows you to update your email address, privacy settings, and change your password.

Search for internship and job openings

1. Click **Jobs & Internships**. You have the option of viewing and searching for jobs in Lobo Career Connection or searching for jobs in the NACElink national database.
2. Click **Lobo Career Connection** for jobs posted by recruiters who are specifically looking for UNM students and alumni.
3. Browse all jobs or search for a specific job by using the drop down menus at the top of the screen.
4. Use the position type drop down to choose between full time/career and internship/Co-op positions.
5. Click **More Options** to narrow down the Job function (i.e. Communication vs. Engineering) and the Industry (i.e. Fashion vs. Energy).
6. Click on the job title to view details including requirements, recruiter contact information, and interview schedules.

Search for recruiters and employers

You can connect with companies and employers who may not have a specific job posted in LCC.

1. Under **Employers**, click **Employer Directory** to browse employers or search by **Keyword** (i.e. Sandia) or **Industry** (i.e. accounting).
2. Click the employer name to view an overview of the employer, available positions, job leads (archived jobs), and information on career fairs this employer has attended or will be attending.
3. Occasionally recruiter contact information is listed under the **Contacts** tab. Use this information to contact the recruiter about available positions (prospecting letter) or informational interviews.
4. Another option is to select **Contact Directory** under **Employers** to browse or search for recruiters.

Play with your search terms to obtain the best results. For example, searching for “police” under **Keyword** returns three results while searching for “police” under **Employer** returns 17 results.