



# USING Golden Eagle Search

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**Golden Eagle Search** has over 5 million *national* job postings that come from corporate web sites, job boards, education, government, newspaper, and recruiting websites. Jobs are collected from all industries, disciplines, and regions.

## Instructions for accessing Golden Eagle Search:

Golden Eagle Search can be accessed through the MU Career Services Center Career Gateway at: [www.marquette.edu/gateway](http://www.marquette.edu/gateway). Use your eMarq username and password to log in.

## Starting Your Search:

Golden Eagle Search allows for basic and advanced searches and defaults to the advanced search.

### ***Search by Skill Set:***

- Search by skill set by typing skills you would like to use in your job or internship into the “Skills/Qualifications” field.
- You can use words, sentences or phrases in this search field. For example, you can type in “writing” to search for positions that will utilize writing skills.
- If you are looking for work internationally, typing the city or cities you are considering in this search field will produce results with the city names in the body of the posting.

### ***Search by Job Title:***

- Use this box to search the job title field of the jobs listed in the database.
- If you enter “Tax Accountant” in the Job Title box, your results will consist of all of the job listings that have the word “tax” or “accountant” in the job title.
- By checking on the “All words” check box next to the job title field, your results will only contain listings that have words “tax” and “accountant”.
- You can use an “\*” as a wildcard at end of a search term in the job title field. For example you can enter “manag\*” and your results will contain listings with job titles for Manager, Managing Partner, Management Consultant, etc.

### ***Location Information:***

- Remember to fill in the city and state where you are looking for work.
- If you are searching for a job within a city, you may leave the + miles field blank.
- You can also search up to 99 miles from a particular city.

### ***Posting Information:***

- Golden Eagle Search will display the job postings as they appear on the site where they were originally posted.
- Be sure to reference the original website when you indicate where you learned of the position in your cover letter.