



Changing Lives, Building Futures....

VAULT User Guide

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About VAULT:

VAULT is an online career information library that has a wide array of career information guides regarding numerous topics including company rankings, industry information, resumes, interviews, and job search advice. VAULT also contains organizational profiles for over 10,000 potential employers and advice articles by industry experts. Registration for VAULT is simple. Follow the instructions below to register for VAULT.

Using VAULT:

1. Go to the VMI Career Services website at: www.vmi.edu/careerservices.
2. Click on Cadets, scroll down toward the bottom of the page, then click on the VAULT link.
 - If you are on Post, you will be given a prompt "Click here to continue" which will take you to the VMI Vault account.
 - If you are off Post, you will be prompted to enter your VMI Username and password, which will take you to the VMI Vault account. Enter your VMI email address and proceed to complete your profile information. You should now be in the VAULT On-Line Career Library.

Key Sections of VAULT:

- **Download VAULT Guides:** You may download VAULT guides which tend to be quite voluminous, but are chock full of good information. There is a wide range of information covered in the guides.
- **Company Research:** Read the latest on 10,000+ employers. Learn about company history, current events, revenues and other important stats, hiring info and other crucial company data. Also let featured employers tell you why working for them might be the perfect fit for you. Get info on benefits, corporate culture, recruiting process and much more.
- **Industry Research:** Industry overviews bring you inside 40 top industries, from investment management to manufacturing. Find out details on career path, salary ranges, industry outlook and more.
- **Profession Overviews:** Get the inside scoop on the compensation, career path and other vitals of hot jobs with Vault's profession profiles.
 - **Internship Resources:** Listed on the right hand side with Profession Overviews to include an Internship Database with alpha listing of employers

- **Career Advice:** Several Article categories listed such as Education Advice, Internships, Compensation & Benefits, Interviewing, Networking, Job Search, etc.
- **Resume and Cover Letters:** Craft the perfect resume or cover letter with the help of Vault's free sample resumes and cover letters. Check out resume/cover letter examples for many different occupations and industries.
- **Salaries & Reviews:**
 - **Salaries:** Enter a company, industry or profession to find salary information associated with it.
 - **Employer Reviews:** Employer reviews are written by our users, for our users, and contain insider information about corporate culture, interview practices and company well-being.
 - **Profession Reviews:** Profession reviews are written by our users, for our users, and contain insider information about lifestyle, hours and day-to-day responsibilities
- **Video:** Short video clips of information in many topics and categories (i.e. Top Internships).
- **Blogs:** Various blogs to highlight different industries/professions (i.e. Legal Careers and Industry news)
- **Discussions:** Enter into discussions and use filters to find the discussion you're seeking (Filters like Company, Region, Career Topic, etc.)
- **Job Search:** Enter keywords and geographic location to find job opportunities.