Get Your Career Act Together

Now is the time to get your career act together. It is hard to believe but the spring semester is only 5 weeks from being over. In less than forty days graduation will take place and students will be in need of full-time, part-time and summer jobs and internships. If you want to be employed in May you need to be doing the following things now!

1. **Write a Resume**  Visit the Career Services and get a *How to Write a Resume* packet and *Resume Worksheet* and view some of the hundreds of resume examples on file. Draft out your resume and bring it back to Career Services so one of our staff can review it with you.

2. **Identify Your Target**  One of the hardest things about finding a good job is to identify your target. Take some time to consider what skills and activities you are good at and would like to do regularly at your job. Consider what skills your academic coursework has provided you. Most importantly, identify which field your greatest interest lie. Once you have considered your skills, activities, and interests, you must identify jobs that enable you to use them on a regular basis.

3. **Research the Companies**  Find out as much as you can about the companies that you want to work for. The more you know about them the better you can communicate your value as an employee.

4. **Develop Your Network**  Talk to everyone you know. Ask them these four questions.
   - Do you know of any openings for someone with my skills?
   - Do you know of anyone who may know of an opening?
   - Do you know anyone who works in an organization that employs people with my skills?
   - Can I use your name in speaking with the contact person you suggest?

5. **Send Resumes and Cover Letters**  After speaking with potential hiring managers, you should follow up with a personalized cover letter and resume. The personal approach always works best.

Good Luck with you job search and Start it Now!