**The Job Search – Steps to Success**

***Make The Most Of Your***

***Job Search Experience***

Get Involved! Employers want to see students who are involved in clubs and activities and can show that they have leadership, problem solving, and communication skills. Make sure not to overcommit yourself.

Prepare your Resume. It is never too early to list your experiences. Get feedback from faculty and Career Development staff. Make an appointment to get started!

Get to know your faculty and get their input on your strengths based on your experiences in class.

Attend the wide variety of programs and workshops offered by clubs and Career Services. Attend Career fairs; learn how to interview as well as many other skills in the professional development workshops.

Create your network so it will be ready when you need it. Create profiles on LinkedIn, join professional groups, and conduct informational interviews. Start early; don’t wait until your senior year.

Gain experience in your career field through research, internships, study abroad or volunteering.

Look for ways to serve. Giving back through service opportunities allows you to gain new perspectives, apply what you are learning in class and enhance your ability to work with others.

Be Proactive &

Network

 **Career Services Programs**

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| * Check the Career Services website for a listing of job & internship fairs
* Mark your calendar and register for Career Services programs
 | * Meet with Career Services to discuss career goals, work on your resume, or other skills such as interviewing
* Attend Career Services professional development workshops
 | * Consider joining the Wings of Success Internship Program
* Start your internship search in the fall for summer timeframe
* Look for company site visits or job shadow day information
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***What Employers Are Seeking***

In the NACE 2013 Job Outlook Survey, the top five attributes employers seek:

• Verbal communication skills

• Working in a team structure

• Decision making and problem solving skills

• Ability to plan, organize and prioritize work

• Ability to obtain and process information