

Career Development

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Highlights of Job Search Tactics: Cheeky and Cheery

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What are you doing after you graduate?

It's finally getting warm out, classes are wrapping up, and it's time for the craziness that is finals week. You have picked up your cap and gown, and your family is planning on having a party in your honor after you receive your degree May 18th. It's all very exciting, isn't it? You've made it to the end of your college career—CONGRATULATIONS! Pat yourself on the back for a job well done.

Have you made plans for what you are doing post-graduation? We all have many hopes and dreams after graduation, but waiting or assuming our dreams will come true just from obtaining your degree here at Benedictine University does not always yield the results that we would like. You need to be proactive in your job search! Here are some things you can be doing starting today or once you graduate:

- 1. Stop into the Career Development office.** While this seems like shameless promoting on our part, it is a really great first step. Here you can talk with a career counselor about what to do with your degree, how to write a resume and/or cover letter, interviewing skills, job search strategies, and so on. There are many great resources within our center as well, such as handouts and books. Our services are free to use even as an alumni, so make sure to check us out!
- 2. Sign up for ISCPA.** Benedictine University is part of a consortium with 23 other small, private universities in Illinois, and we often host events together and we share job postings. Visit <http://www.iscpa.org> and register for our free Online Career Center and start searching for jobs!
- 3. Compose your resume. If you have already done this, update it and edit it before sending it out.** Even if you have already written your resume, that does not mean the work ends there. Now that you have graduated, include your GPA if you already haven't, and update any dates or educational information. If you graduated with honors, include that as well. If you have not already started writing your resume, now is the perfect time to get started! Stop into our office or visit our website for more information on how to write a resume.
- 4. Make sure to ask 3-5 people to serve as your references in your job search.** In addition, you may want to practice your interviewing skills, both phone and in the office interviews, so that you are ready for your job search. When you do ask your references, make sure they are professional references (professors, people from related positions). Do not use family members or close friends!
- 5. Start searching for an entry level position, full-time or part-time job.** If you can't find something right away, consider a part-time or volunteer position within your field or something related to hold you over (money-wise and for more experience) until you find a full-time or entry-level position. Be proactive in your search—network with friends, colleagues, professors, family friends, family members, and so on! Continue building your network and experience.

There are many other things to do to prepare, and this is just a short list to give you an idea of how you should be spending your summer! Please call (630) 829-6040 with any questions!