

CAREER READINESS WORKSHOP – JANUARY 2019

WHAT ARE YOU DOING FOR SUMMER OF 2019?

JOB? INTERNSHIP? TAKING A CLASS OR TWO? STUDYING ABROAD? TRAVEL?

SCHOLAR ACTION ITEMS FOR FINDING A JOB/INTERNSHIP

REMEMBER - Google (should be your best friend)

Visit Campus career center

Get set up on LinkedIn

Check out/set up searches on: Indeed.com, Zip Recruiter, Glassdoor, LinkedIn, etc.

Bookmark: ES website Career page: www.evanstonscholars.org/career-radiness.html

Stay on top of emails from Ms. Earles

Meet deadlines (submit early if possible!)

RESUME - Is your resume up to date? Have ES review it asap! And remember to:

- List MOST RECENT experience first (reverse chronological order)
- Include your cumulative college GPA only if it is 3.0 or higher
- Include your major GPA if it is over 3.0 or higher (and cum is lower than 3.0)
- List major/minor/certificate programs, etc.
- Include anticipated graduation date and degree (BA or BS)
- If you're applying for STEM/research position, include relevant coursework, research papers, etc.

COVER LETTERS - How to write a good cover letter...(use Google for examples and step by step instructions)

- Short, less than one page (3-4 paragraphs)
- Never start with: My name is Liane...
- Cover letter should not REPEAT what's in your resume; however, it can EXPAND on it
- State right up front the purpose for the cover letter (applying for summer internship...)
- Explain why you are interested in their company; why you think you're a good fit

INTERVIEWS - In person/Video call/phone (Note: You have 90 seconds to make a good impression...)

- Dress the part (on call, waist up, look good)
- Arrive early/call in early
- Fresh breath, clean fingernails (in person)
- Smile; firm handshake (in person)
- Be prepared (bring questions, and don't ask about something that can be found on the website)
- Practice in advance – 60 second elevator pitch, behavioral interviewing questions
- Ask ES to help with mock interviews
- Watch the "likes" and "ums"
- Breathe -Use nervousness for positive energy
- Remember to say thank you (and follow-up with written thank you)

VIRTUAL BRAND – Take an inventory of/clean up your Instagram/Twitter/Facebook/Snapchat, YouTube, etc.)

- Control your image: 80% of employees will Google your name before interview – Google yourself and see what's out there
- Be authentic, be humble, be clean, be legal, be neutral

PERRC's apply in all phases of CAREER READINESS!!!