

## Career Tools & Tips for Undergraduates

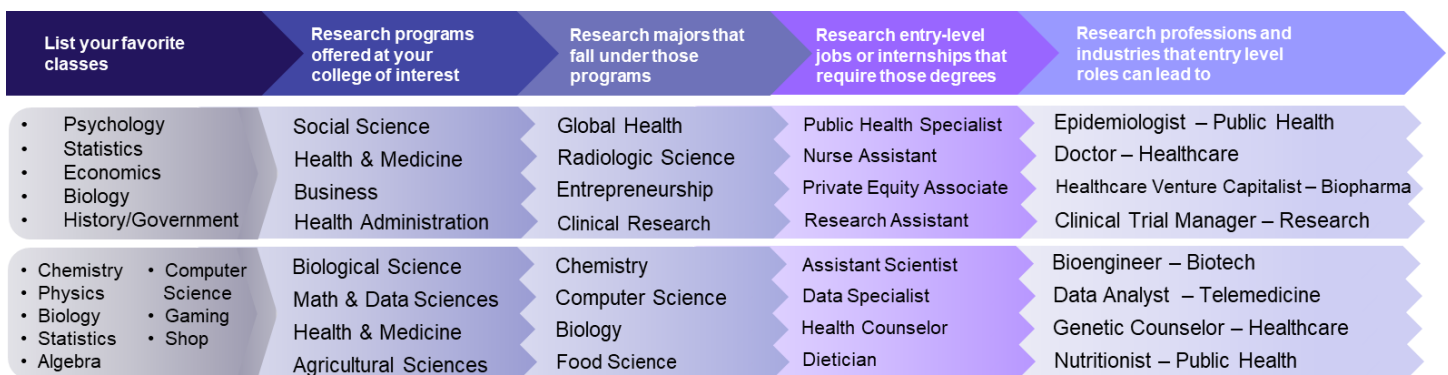
### Know Your Interests

Focus your job search based on your accomplishments and personal aspirations. Whether you are ready to apply your degree directly in a role related to your educational background or want to explore other career paths, you are more likely to enjoy a job when the tasks or duties match your interests and skills.

- Identify your academic strengths, interests, and skills.
- Determine what the ideal career looks like for you.
- Consider characteristics you have developed that will make you an impactful employee.

### Career Planning

- Explore careers and industries that require degrees in your selected major.
- Use career planning tools such as [Indeed Path](#) to learn the career progression between entry-level jobs to the highest-level positions.
- Research whether your careers of interest belong to a fast-growing sector which is a good sign of job availability.
- Research whether advanced degrees are needed or recommended for your career of interest.
- Explore salary ranges in various size companies based on years of experience.
- Create a plan that outlines the steps you will take to attain your career of interest.



### Networking

Networking involves meeting new connections or building relationships with colleagues. Networking is an opportunity to make new acquaintances and build professional relationships in a more casual setting than during work hours. The right network can expand professional knowledge, job opportunities, and new business opportunities.

- Join the student council or a career-focused group to meet other students with similar interests.
- Get to know your teachers, coaches, and advisers to learn about their career paths.
- Work with your school counselor to research internships, majors, and careers.

## Resume

- Tailor your resume to the qualifications and responsibilities listed in the job description.
- Choose a suitable resume format that is appropriate for the job you are applying for. For example, a resume tailored for a scientist position should be simple and not graphics-heavy.
- Use common fonts such as Calibri, Times New Roman, and Arial.
- Ensure your resume has the following key sections:
  - Contact Information - Name, Location, Email and LinkedIn (optional)
  - Brief Professional Profile - 3-4 sentences summarizing your background.
  - Relevant Experience - list relevant work experience and internships.
  - Education - List degree, duration, and GPA
  - Certifications - list certifications gained or find relevant certifications on LinkedIn or Coursera
  - Skills -
    - Soft skills: communication, influencing, creativity, teamwork, organization, etc.
    - Hard skills (Technical): Microsoft Word, EPIC hospital database, SEO/SEM Marketing, etc.
  - Extracurricular - list internships, organizations, volunteer work
- Tailor your resume to the qualifications and responsibilities listed in the job description.
- Proofread your resume from top to bottom.
- Emphasize qualities or experiences in your cover letter that are not apparent in your resume. Succinctly explain why you are a good fit for the role.
- Review [Anatomy of a Resume](#)

## Job Search

- Utilize professional websites such as LinkedIn, Glassdoor, and Indeed to research open positions.
  - Set up job alerts that will send job listings to your email.
- Reach out to staffing agencies for temporary or contract positions to get your foot in the door.
- Take advantage of internships that may lead to direct placement.
- Volunteer at a hospital or community clinic to understand the health care setting.
- Explore college work-study programs that offer part-time jobs.

## Interview

- Plan enough time before to prepare for the interview and research the company and its mission.
- Review your resume from top to bottom and prepare to speak to every point listed in your resume.
- Prepare to explain how your experience is transferable to the qualifications and responsibilities listed in the job description.
- Prepare examples of your accomplishments and achievements that can be applied to the needs of the role.
- Be ready to explain why you want the job and why you are a good fit for the role and the company.
- Prepare thoughtful questions for each interviewer.
- Send a thank-you note or email to all interviewers.