

## Seniors – Your Roadmap to Employment after Graduation

<b>Challenges (Ask Yourself?)</b>	<b>Solutions (Things to Do!)</b>
<b><i>RESUME/COVER LETTER</i></b>	
<b>Have a resume that reflects the skills that an employer is seeking?</b>	<i>- Have your resume critiqued in Career Services.</i>
<b>Need help with constructing a resume?</b>	<i>- Pick-up a resume packet and review resume books in Career Services. Attend a career services resume prep workshop.</i>
<b>Do you mail a cover letter with your resume?</b>	<i>- Mail a cover letter with your resume. A cover letter introduces you to the employer when you don't have the opportunity to introduce yourself. - Review sample books in Career Services and have your cover letter critiqued.</i>
<b><i>JOB SEARCH</i></b>	
<b>Have a career goal? Know what you can do with your major?</b>	<i>- Make an individual appt. for career counseling in Career Services (333-5942).</i>
<b>Only applying for jobs on internet job listing services?</b>	<i>- Remember that a majority of jobs are filled through direct contact with an employer and networking. - Attend a job search workshop or meet with a career counselor to develop your individual job search strategy.</i>
<b>Reviewing job listings and employer literature in the Career Services Office?</b>	<i>- Career Services provided up-to-date job listings and literature from employers who are interested in recruiting recent college grads.</i>
<b>Registered with Career Services for resume referral?</b>	<i>- Career Services provides both an employer and student requested resume referral service. Contact Career Services for more information.</i>
<b><i>CAREER EVENTS</i></b>	
<b>Have a strategy for maximizing the career day event?</b>	<i>- Attend a career day prep workshop or pick-up a hand-out to learn how to take advantage of this opportunity.</i>
<b>Checking with Career Services to identify employers recruiting on-campus or attending career days?</b>	<i>- Call the office at 229/333-5942 or visit us on the web at <a href="http://www.valdosta.edu/career">www.valdosta.edu/career</a> to review upcoming opportunities.</i>

<b>Challenges (Ask Yourself?)</b>	<b>Solutions (Things to Do!)</b>
<b><i>INTERVIEWING</i></b>	
<b>Prepared for the interview? Will you make a strong first impression? Know how to sell yourself in the interview?</b>	<i>- Attend a career services interview workshop or make an appt. to discuss interviewing with a career counselor.</i>
<b>Do you know it but blow it in an interview?</b>	<i>- Make an appt. for a mock interview and turn your bloopers into a strong personal presentation of your skills and abilities.</i>
<b>Are you asking for the job at the end of an interview?</b>	<i>- Ask for the job at the end of the interview. This lets the employer know that you're interested.</i>
<b>Following-up with a thank-you letter after the interview?</b>	<i>- Send a letter after the interview to thank the employer for the meeting and to reiterate your interest in the position.</i>
<b>Taking advantage of on-campus interviews and attending career days on campus?</b>	<i>- This is probably the only time an employer is going to come to you for recruitment. Take advantage of these opportunities.</i>
<b><i>OTHER INFORMATION</i></b>	
<b>Wanting to attend graduate school but don't know where to start?</b>	<i>- Attend a career services grad school workshop or review the grad school guide at <a href="http://www.valdosta.edu/career">www.valdosta.edu/career</a>.</i>
<b>Need experience before graduation?</b>	<i>- Review internship, volunteer and part-time job opportunities listed with Career Services.</i>
<b>Are you a senior-level Co-op student?</b>	<i>- It's time to register with the Career Services Office to start seeking full-time employment.</i>

## **Questions/Concerns?**

*Let us know how we can assist you with transitioning from College to Career.*

**Valdosta State University  
Career Services Office**  
Powell-Hall West, 2<sup>nd</sup> Floor  
229/333-5942  
[www.valdosta.edu/career](http://www.valdosta.edu/career)

**Office Hours:** Mon. – Thurs. 8:00 a.m. - 5:30 p.m.; Fri. 8:00 a.m. - 3:00 p.m.