

# Personalizing and Maximizing Your Career E-GUIDE

## IN THIS SECTION:

### [Introduction](#)

### [Exploring Options](#)

### [Learning About the World of Work](#)

### [Intentional Career Planning and Preparation](#)

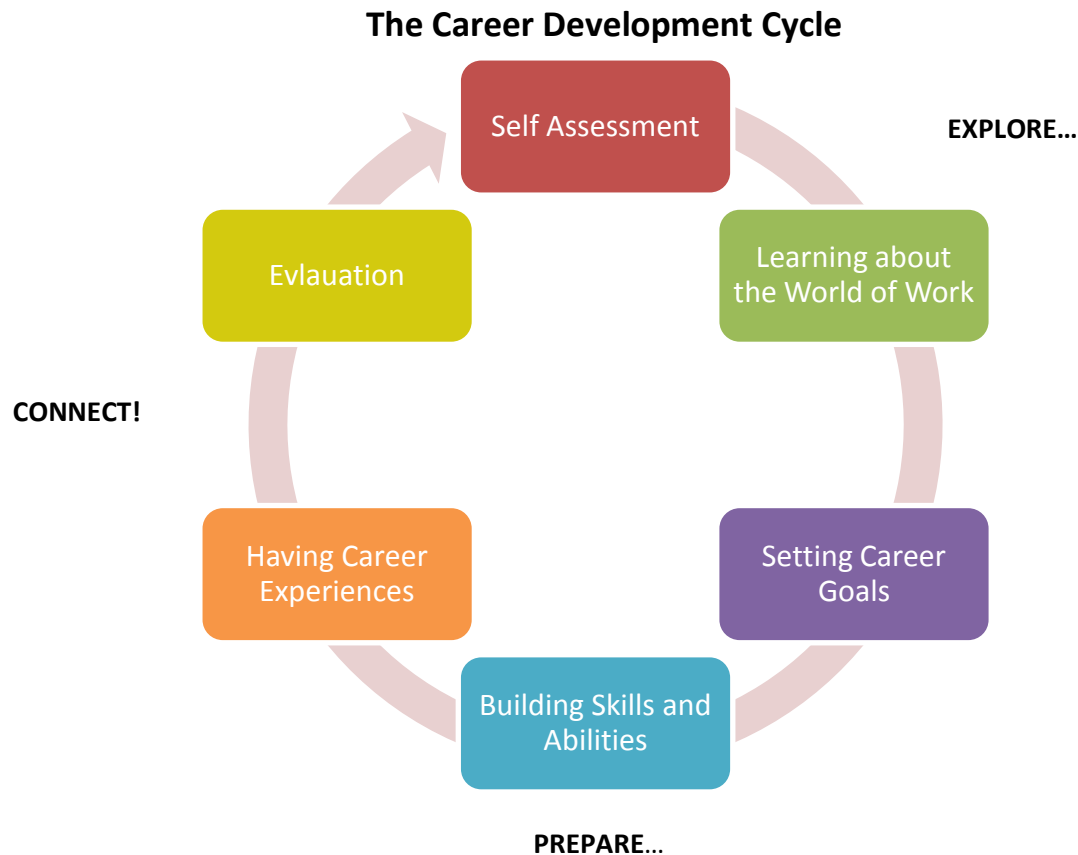
- [Setting Goals](#)
- [Maximize your college experience](#) for optimal post-grad results
  - [Academics and Research](#)
  - [Clubs and Activities](#)
  - [Internships](#)
  - [Study Abroad](#)
  - [Service](#)
  - [Student Employment](#)

### [Gaining Experience and Making Connections](#)

- [Job/Internship Search Strategies](#)
- [Selecting Meaningful Career Experiences](#)
- [Professional Development](#)
- [Additional Resources at the Center for Career Services](#)

## INTRODUCTION

Choosing and pursuing career paths is an essential function of human development that resonates with many college students. Students come to college for many reasons, but many agree that the most important reason to go to college is to get jobs that satisfy and bring happiness to individuals over a lifetime. Career development is a cyclical process that occurs several times throughout the life-span as people grow and evolve. This e-guide will help you to think intentionally about this process for yourself in order to tailor your professional career pursuits and maximize your career experiences.



## EXPLORING OPTIONS

The first phases of the career development cycle are essential to maximizing and personalizing your career. These two steps involve meaningful exploration of you as an individual as well as substantial learning about what the world of work has to offer. This means taking a look at your values, interests, skills, and preferences as they relate both to work and leisure experiences. In addition, exploration requires research regarding job titles, industries, and job functions available in the current global economy.

### ASSESSING VALUES

A “value”, in the context of career development, is described as an intangible notion or construct that holds personal importance or perceived worth to an individual. When thinking about a career path, values are incredibly important when considering job titles, work environments, and how a person balances their personal and work lives. When choosing a career path, it is helpful to consider job titles/environments/and experiences that allow you to maintain personal and work values. **Work values** are values that relate primarily to how we function in occupational environments. **Personal values**, on the other hand, are values that pertain to our feelings and attitudes about life in general. To help you determine your work and personal values, complete the exercise below.

## Personal Values

For each value, place an "X" in the box that best fits how important the value feels to you as applied to life in general.

Value	Very Important	Somewhat Important	Not Important
Health			
Happiness			
Financial Security			
Wealth			
Power			
Relationships with Friends			
Relationships with Family			
Creativity			
Beauty			
Self-Expression			
Feeling Emotionally Supported			
Feeling Safe			
Travel			
Having nice things			
Leadership			
Having Children			
Religion/Faith			
Status			
Pride in my work			
Feeling important/needed			
Having others look up to me			
Making my parents feel proud of me			
Responsibility			
Integrity			
Commitment			
Helping/Service to Others			
Adventure			
Time to relax			
Experiencing new things			
Organization			
Rules			
Respect for self and others			
Fairness			
Feeling Challenged			
Travel			
Having Fun			
Feeling a sense of accomplishment			
Honesty			
Ethics			

## Work Values

For each value, place an "X" in the box that best fits how important the value feels to you as applied to work.

Value	Very Important	Somewhat Important	Not Important
Supportive work environment			
Strong relationships with co-workers			
Job security			
Good benefits (healthcare, dental, leave, etc.)			
Opportunities to move up (be promoted)			
Professional development and continued learning			
Regular work hours (9am-5pm, 40 hrs/week)			
Flexible work hours			
Ability to work creatively			
Structure in day-to-day activities			
Rewards/praise for good work			
Working alone			
Working in teams			
Aesthetically pleasing environment			
Working outdoors			
Working inside			
Managing other people			
The power to make important decisions			
Pride in my work			
A high-ranking job title			
Top earning salary			
Making a difference			
Giving back to the community			
Integrity			
Loyalty			
Helping/Service to Others			
Adventure			
Time to relax			
Casual dress code			
Laid-back environment			
Collaborative relationship with managers			
Feeling valued by the company			
Fairness			
Feeling challenged			
Travel			
Having Fun			
Feeling a sense of accomplishment			
Honesty			
Ethics			
Being able to "leave work at work"			
Physical work (not sitting at a desk)			
Prestigious reputation			
Diversity and inclusion			

Look at the values you selected as most important, somewhat important, and not important. Remember to consider both personal values and work values when making important career development decisions. For more work with values, visit the [Marymount Center for Career Services](#) or consider taking [the Focus2 online assessment](#) (call 703-284-5960 for passcode)

## ASSESSING SKILLS

“Skills” in the context of career development refer to something a person does well (from practice, aptitude, experience, etc.), particularly as it relates to the needs of a job, career, or industry. Employers use skills to help understand if a person has the necessary qualifications to perform a job, determine areas of strength and improvement, and assign projects effectively. It is important that every job seeker know and be able to articulate their skills as they are primary criterion employers use when deciding who to hire. Skill identification and articulation comes in to play when job seekers are **networking**, **personal branding**, and writing **resumes** and **cover letters**.

Skills generally fall into two basic categories: Transferable and Work Content. **Transferable Skills** are not unique to a particular job, career, or industry, and are valued by employers across sectors (private, public, government). **Work Content** skills are unique to a particular job, career, or industry, and are generally only valued by employers that house that specific job/career or belong to that particular industry.

**Transferable skills** can be broken down into three subgroups:

- **Personal Management Skills** – Skills that involve how you work individually. You can identify a personal management skill if the best way to start a sentence describing the skill is often “I am...”

For example: I am organized  
I am punctual  
I am result-oriented  
I am a multi-tasker

- **Functional Skills** – Skills that involve how you work with other people or things. You can identify a functional skill if the best way to start a sentence describing the skill is often “I can...”

For example: I can work in a team  
I can manage others  
I can teach people  
I can analyze data

- **Soft Skills** - Skills that involve intangible abilities that focus on how a person communicates or interacts with people. You can identify soft skills if the best way to start a sentence describing the skill is often “I have the ability to...”

For example: I have the ability to persuade others  
I have the ability to empathize with others  
I have the ability to build strong relationships with others  
I have the ability to motivate others

**Work Content Skills** – Skills that are unique to a particular job function or title. You can identify a work content skill if you know the skill is relevant to a particular job, but not generally used in other jobs.

For example: Sawing – unique to carpentry jobs  
Taking vitals – unique to nursing and medical professions  
Trouble-shooting – unique to information technology jobs  
Extinguishing fires- unique to firemen/fire safety and prevention jobs

Strong personal branding, networking, and professional document writing focuses on transferable skills while emphasizing the key work content skills desired by individual employers. For additional help identifying your skills, consider taking the [SkillScan on-line assessment](#) from Career Driver On-Line or visit your career coach at the Marymount Center for Career Services.

## ASSESSING INTERESTS

Another key component of self-assessment is interest. People who enjoy their careers generally work in careers that have some relationship to their personal interests. Individuals generally have several interests, some in leisure or personal areas and some that they want to pursue in their work-lives. To help you assess your interests, look at the interest areas broken down below and think about your top three areas.

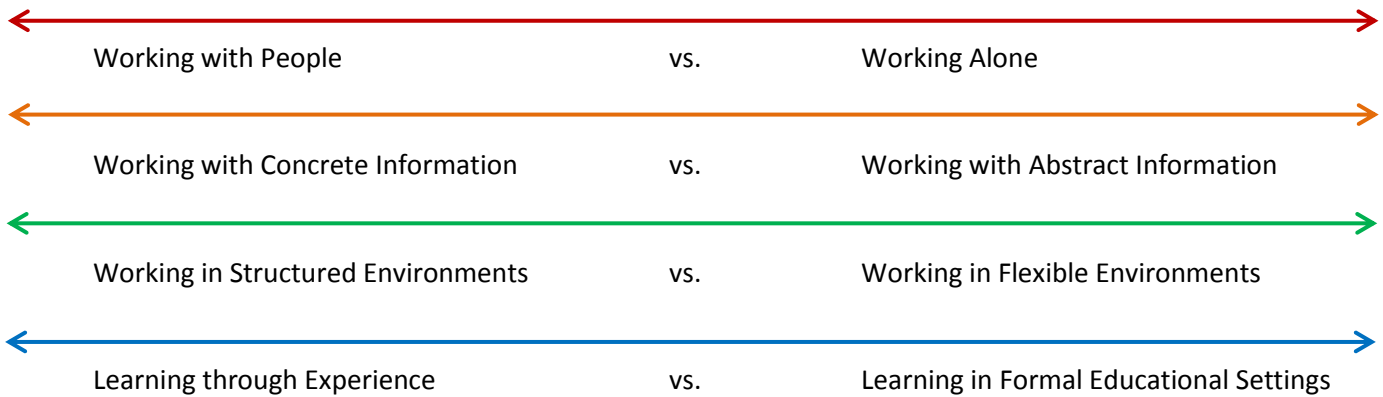


For more assistance in identifying and exploring interests, take the [Focus2 online assessment](#), visit the **Center for Career Services** and take the **Strong Interest Inventory**, or **meet with a career coach**.

## Assess Preferences

When considering career planning, it is not just **WHAT** you want to do that matters, but also **HOW** you want to work. There are many aspects of any particular job or occupation that may vary depending on things like environment, physical space, size of company/organization, and company/organizational composition and culture. For example, one can have a job as a nurse, but depending on the kind of environment (hospital, clinic, home-care, school) the actual experience of the job day-to-day may be very different.

When examining preferences, think of each preference area as existing on a continuum. Most people fall somewhere in the middle on the continuum rather than falling to either extreme. Below is a sample of some areas of preference often considered when evaluating career paths and jobs. Think about which side of the continuum you gravitate toward.



There are multiple areas of preference that one may want to consider when choosing career paths and specific jobs, so if you would like to learn more about your personal preferences, consider meeting individually with a career coach, taking the **Myers-Briggs Type Indicator (MBTI)** through Marymount Center for Career Services, and/or taking the free on-line mini personality assessment through [Focus2](#).

## LEARNING ABOUT THE WORLD OF WORK

Now that you have a stronger awareness of the pieces of you that make up your career-self, it is time to start learning about the nature of the “World of Work”. The World of Work is the term we use to describe career options and pathways currently operating in the global economy today. Items such as job functions and titles, industries, and sectors (such as private, public, non-profit, or government) are considered major areas of the “World of Work”.

This process of exploration into the World of Work is usually quite unique to each individual. Below are some web-resources that can help you begin researching job titles and industries. To learn more about the World of Work as it relates to you and your personal career goals, **make an appointment with a Career Coach at the MU Center for Career Services by calling (703) 284-5960.**

### The O\*net On-line – [www.onetonline.org](http://www.onetonline.org)

The O\*net is a comprehensive database of job titles in the United States. Use the search boxes to research job titles using key words (can be an interest of yours or a job/industry you think you might be interested in) and read the descriptions by clicking on the links on the results page. Information such as alternative titles; required knowledge, skills and abilities; work styles and contexts associated with this job; values and interests supported by this job; and median salary projections are listed.

### The Occupational Outlook Handbook- [www.bls.gov/ooH](http://www.bls.gov/ooH)

The Occupational Outlook Handbook is a website run by the US Department of Labor to provide information on the US economy to the American Public. You can learn about industries, jobs, and employment data from this website including information on where positions are located, the types of environments positions function within, job-growth predictions, professional organizations affiliated with industries/jobs, etc. in addition to detailed descriptions of jobs and occupations.

# INTENTIONAL CAREER PLANNING AND PREPARATION

## SETTING GOALS

Finding satisfying and meaningful careers requires careful thought and planning. Intentionality, which refers to the mindful attention we give to our decision-making processes, is the most important aspect of the career planning process as intentionality facilitates both efficiency in decision-making and choices that yield meaningful results. To begin the process, consider setting some short and long-term goals for both career and personal pursuits. Short-term goals tend to be goals you wish to accomplish in the next 1 to 4 years. Long-term goals are goals you wish to accomplish 5 or more years from now.

### Sample Short-Term Personal Goal:

“In the next year I would like to travel to Europe.”

### Sample Short-Term Career Goal:

“In the next year I would like find and obtain an entry-level position at a top 4 accounting firm.”

### Sample Long-Term Personal Goal:

“In the next six years I would like to save enough money for a down-payment on a house.”

### Sample Long-Term Career Goal:

“In the next seven years, I would like to achieve an executive management position with supervisory responsibilities.”

When starting a career plan, it is important to look at BOTH personal and career goals while keeping remaining flexible to unexpected changes. Goals serve as a tentative guideline and a means of measuring progress, not an inflexible path that cannot be changed. Use the goals you set to help you organize your thoughts and actions. If necessary revise your goals as circumstances change. Once you have a list of some goals, it is helpful to list some actions that will help you achieve the goal. Then you can set a time you wish to accomplish the goal by and rank your goals by priority or importance. This will give you an organized action-plan to get you started. See the sample below and feel free to use the empty spaces provided to write down your own goals and actions to help you achieve them.

Sample Goals and Actions	Timeline	Priority
<b>Goal: Perform a self-assessment (Career)</b> Action 1 – Take the Focus 2 online assessment Action 2 – Visit the Center for Career Services	Complete by end of Fall semester Sophomore year	1
<b>Goal: Learn about career options for my major (Career)</b> Action 1 – Meet with my academic advisor Action 2 – Visit the Center for Career Services Action 3 – Do on-line research	On-going	3
<b>Goal: Join the MU Soccer Team (Personal)</b> Action 1 – Increase workouts to 3 times a week Action 2 – Talk with soccer coach and see what the requirements are for membership Action 3 – Keep playing intramural soccer	Complete by Fall Semester Sophomore year	2
YOUR Goals and Actions	Timeline	Priority



## MAXIMIZE YOUR COLLEGE EXPERIENCE

College is a great time to have fun, explore, experience, grow, and learn. Joining clubs, playing sports, studying abroad, working on-campus, and doing community service/volunteering are all fantastic ways to have fun while gaining valuable experiences and skills you can use to help you find success post-graduation. Employers, graduate schools, internship providers, and service organizations care about and want to see candidate involvement in their college community.

Here are some great ways to maximize your college experience here at MU:

### ACADEMICS and RESEARCH!

All MU majors and minors have specific courses that are required. These courses will teach you valuable skills and competencies that employers and other post-graduate opportunity providers will be interested in seeing in your applications. When choosing majors and minors, it is good to perform your **self-assessment** FIRST, so that you can make the most meaningful major/minor choice to support your future career pursuits (click [HERE](#) for a list of MU Majors, minors are listed in the [University Catalog](#) and on Academic Department web pages). Making intentional choices when choosing majors/minors as well as when planning any elective courses can help set you up for success! There are a multitude of resources here on campus to help you make intentional course-planning and major/minor choices:

#### **The Center for Teaching and Learning**

The CTL has services including academic advising, tutoring, new-student/transfer student support, and support of advancing education and scholarship. The CTL also houses the Marymount University **DISCOVER program** that offers research grants to students performing academic research. Performing research and presenting research in school is a fun and interesting way to gain necessary employment and graduate school skills.

<http://www.marymount.edu/academics/ctl>

(703) 284-1538

[ctl@marymount.edu](mailto:ctl@marymount.edu)

#### **Academic Advisors**

Each student at Marymount is assigned a faculty advisor within their academic department. Use your academic advisor to help you learn more about career options and important skills/abilities valued by your field of interest. These individuals are experts in the course offerings at Marymount and can help you plan your curriculum while serving as an excellent resource for career information. Not sure who your academic advisor is? Call your academic department directly. Academic department contact information is listed on each department's homepage on [www.marymount.edu](http://www.marymount.edu).

#### **The Center for Career Services**

Here at the Center for Career Services we are prepared to assist you in taking the necessary steps to feel confident in your academic choices. We offer formal interest and personality assessments as well as one-on-one coaching to assist you in find career paths that meet your needs and desires. For a snap-shot of potential career pathways linked to majors, see our **Major Pages** on the Career Services website.

To make an appointment with a Career Coach, call (703) 284-5960.

[www.marymount.edu/careerservices](http://www.marymount.edu/careerservices)

[career.services@marymount.edu](mailto:career.services@marymount.edu)

### JOIN A CLUB OR ACTIVITY!

Marymount has a variety of clubs, sports, and activities for students to participate in on-campus. Joining an on-campus organization is a great way to meet people, make friends, share interests, and have a great time while building leadership, teamwork, and other skills employers and graduate schools like to see in ideal candidates. Think about the types of interests you have and skills you want to build, and go have some fun!

#### **Marymount Office of Campus Programs and Leadership Development**

<http://www.marymount.edu/studentLife/activities/student>

(703) 284-1611

[Student.activities@marymount.edu](mailto:Student.activities@marymount.edu)

## **DO AN INTERNSHIP!** (In fact, do MORE THAN ONE!)

*The best way to learn about a career or industry is to get first-hand experience. Marymount requires every undergraduate student to perform an internship or experiential learning requirement (Nursing and Education majors), but studies show that students who perform **more than one** internship in college are more successful in their job searches than those who do not. Consider finding a summer or part-time internship in your field of interest or industry in addition to the MU requirement to gain experience and develop your skills/competencies.*

Internship web-resources:

[MU's Jobs4Saints](#)

[www.internships.com](http://www.internships.com)

[www.internqube.com](http://www.internqube.com)

[www.internmatch.com](http://www.internmatch.com)

## **STUDY ABROAD!**

*What better way to gain real-life experience and develop your competencies than travelling to another country!? Studying Abroad allows you to develop cultural awareness, multicultural competencies, and global perspective in addition to helping you to hone and polish transferable and special skills in your field of interest. Have a blast travelling the world and experiencing different cultures while learning and boosting your resume!*

For more information on Study Abroad opportunities, contact:

**MU Center for Global Education:**

<http://www.marymount.edu/academics/studyabroad>

(703) 284-6474

[studyabroad@marymount.edu](mailto:studyabroad@marymount.edu)

## **VOLUNTEER!**

*Both long-term and short-term service opportunities help you to develop transferable skills while contributing to the betterment of your community. Employers value volunteer and service activities as they speak to a job candidate's character. Listing volunteer experiences on your resume can actually give you the necessary edge when competing for jobs, but participating in these kinds of activities also gives you the opportunity to stand up as a living example of Marymount Saints' commitment to service. Build your skills, build your character, and build up others all at the same time!*

For more information on service opportunities, contact:

**Campus Ministry**

<http://www.marymount.edu/studentLife/ministry>

(703) 284-1607

[campus.ministry@marymount.edu](mailto:campus.ministry@marymount.edu)

## **WORK ON-CAMPUS!**

*Make some cash, build your resume, and develop necessary skills while working on-campus! Marymount offers students hundreds of opportunities to work on campus through student employment and Federal Work Study.*

For more information on Student Employment and Federal Work Study, contact:

**Marymount Center for Career Services: Student Employment**

<http://www.marymount.edu/studentLife/services/studentEmploy>

(703) 284-5960

[jobsoncampus@marymount.edu](mailto:jobsoncampus@marymount.edu)

Activities and experiential learning (like studying abroad and performing internships) are some of the most marketable experiences for college graduates when applying for jobs and post-grad opportunities, so think about the types of skills and abilities you want build and make some *intentional* choices to GET INVOLVED!!! If you need assistance deciding which involvement opportunities would benefit you the most, visit the Center for Career Services.

## GAINING EXPERIENCE AND MAKING CONNECTIONS

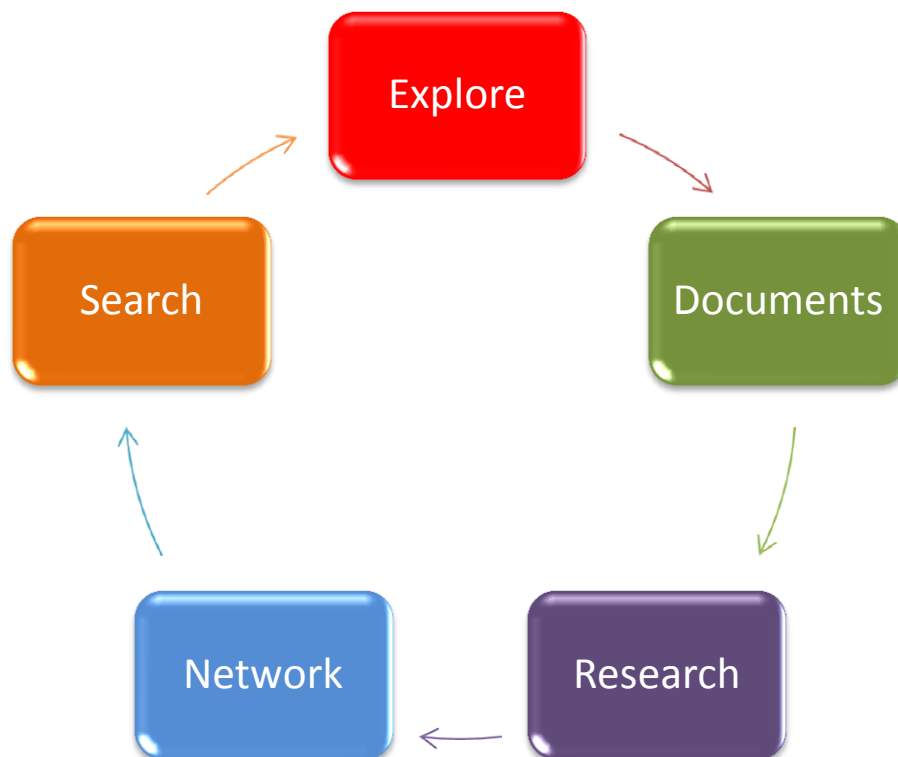
### JOB AND INTERNSHIP SEARCH STRATEGIES

According to the US Department of Labor's [Board of Labor Statistics](#), the unemployment rate in the United States has actually fallen to 7.6% as of May, 2013. Compare that to 11% at the economy crash of 2008 and things are looking up for the college grad! This is very good news, so let's get organized and start searching for that dream job!

#### The Job/Internship Search Process

Searching for a job or internship involves five major steps to success. To conduct a targeted and efficient search, it is necessary to thoroughly complete all five steps without leaving any out. The steps are shown graphically in the diagram below and this section will detail and give strategies for each. As you go through this process, you will need to use the information from previous sections of this e-guide to help you make intentional choices and set up your search plan.

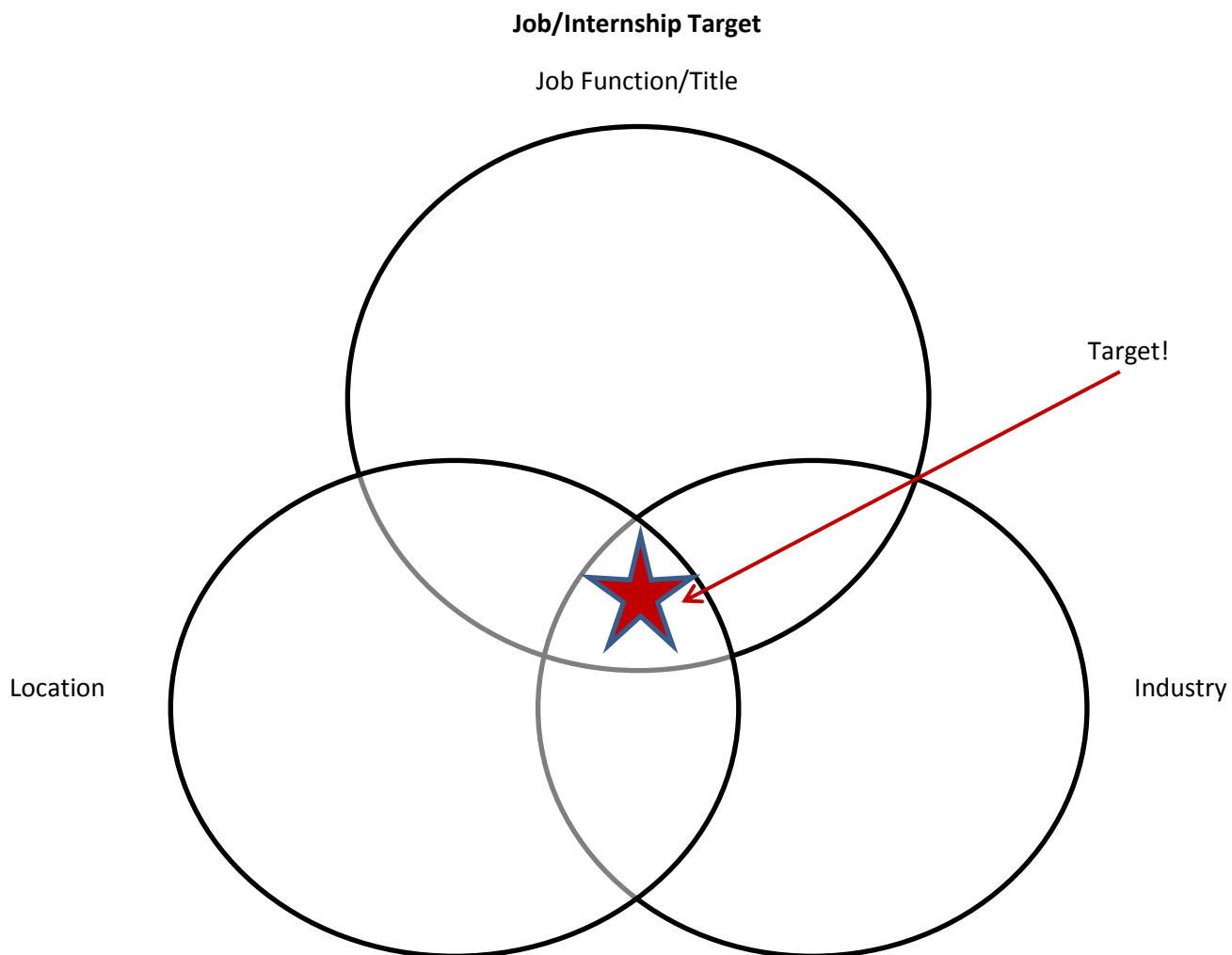
The Job/Internship Search Process



#### Step 1: Explore

The first step of the job/internship search process involves exploring both yourself and what the world of work has to offer. The **Self-Assessment** and **Learning About the World of Work** portions of this e-guide allowed you to take some primary steps toward reflection and identification of skills/abilities, interests, values, and preferences as they relate to the World of Work. Additionally, the **Setting Goals** section walked you through considering both career and personal goals for your life. Now it is time to think about that reflection as it relates to your job or internship search.

Use the information you acquired from the previous sections to help you construct a **Job/Internship Target**. The job/internship target is the perfect intersection of the Job functions/titles you want, industries you want to work in, and the geographic location of the company you desire to work for. In the blank spaces of the diagram below, write in your ideal job titles, industries, and geographic locations to construct your job/internship target.



Creating a job/internship target helps you to hone in and narrow your job/internship search. Targeting helps to focus the search process and minimize overwhelm by allowing you to concentrate your efforts in one, specific direction. Look at the diagram you completed and think about your career/personal goals. When selecting the target, select the title, industry, and location that you feel will best allow you to meet your goals.

Example:

“My career goal is to gain an entry level intelligence position at a top intelligence government agency in the next year.”

- Desired Job Titles: Intelligence Analyst, Special Agent
- Desired Industries: Federal Government, Law Enforcement/Security
- Desired locations: Washington D.C. Metro Area

**Job Target = Intelligence Analyst or similar position at a Federal Government Agency in Washington D.C.**

## Step 2: Professional Documents

The second step in the job/internship search process is creating and tailoring the necessary professional documents to submit for applications. Traditionally, the most commonly cited professional documents are resumes and cover letters. Each time you submit a new application, the professional documents you are submitting must be CHANGED and TAILORED to the specific job you are applying to.

### Resumes

A resume is a specially formatted professional document that describes your skills and previous experiences. Resumes generally contain information regarding a person’s contact information, education, experience, skills, activities, professional affiliations, and honors/awards. To learn about writing and tailoring resumes, refer to our [Resume and CV Writing for the College Student E-Guide](#) or make an appointment with a career coach at the MU Center for Career Services.

## Cover Letters

Cover letters serve as the introduction between a candidate and the employer of interest. The cover letter generally consists of a statement of intent (why you are writing/what you are applying for), a summary of your qualifications (NOT a re-cap of your resume), and a description of interest in the company and why a candidate is a strong fit for the organization. Cover letters are also used as a writing sample for employers to gauge written communication abilities. For more information on writing cover letters, refer to our [Cover Letters and Professional Correspondence E-Guide](#) or make an appointment with a Career Coach at the MU Center for Career Services.

## Other Professional Documents

Employers may ask for additional documents in applications such as a Curriculum Vitae (a longer, academic resume also referred to as a “CV”), college transcripts, and writing samples. An employer will specify if they require such materials.

## Step 3: Research

Research is one of the most important steps in the job/internship search process. You have probably been doing some research already to help you identify your job target and as you learned about the World of Work. Step 3 includes this prior research in addition to researching more specifically related information to your job-target. You will want to consider researching:

- **What employers are looking for in an ideal candidate.** To effectively market yourself, you will need to know the skills, knowledge sets, abilities, and experiences employers are seeking.
- **Industry lingo and key words** to help you write your resume and get ready for networking (Step 4). Ask the question, “What are the buzz words and key issues people are talking about in my industry?”. Use the resources listed below to help you identify the key language used in your industry and incorporate this language into your [personal branding, networking,](#) and professional documents/materials.
- **Hiring trends** for your industry. It is good to know the state of hiring in your industry so that you can prepare yourself for what to expect, familiarize yourself with what employers are looking for, and narrow or expand your job target based on availability of positions.
- **Companies/Organizations of Interest.** Once you have identified the types of titles and industries you want to work in and for, you will want to start investigating the companies and organizations that offer these kinds of positions in your job target location. When constructing applications and networking, focus on the companies/organizations you are most interested in that best align with your job/internship target.

## Research Resources

- **The O\*Net** – [www.onetonline.org](http://www.onetonline.org) – On-line job title database with position descriptions and requirements
- **The Occupational Outlook Handbook** – [www.bls.gov/ooh](http://www.bls.gov/ooh) - On-line job/industry resource with current US economic data and occupational/industry descriptions
- **Job Postings** – Use websites like [SimplyHired.com](http://SimplyHired.com) and [Indeed.com](http://Indeed.com) to search for positions of your job/internship target. What are employers asking for? What skills, knowledge, abilities are required?
- **Company Websites** – Most employers have “About Us” tabs or “Careers” tabs on their websites that describe the company values, mission, vision, and kind of candidates they are looking for. Many companies also post available positions via their websites.
- **Informational Interviewing** – Informational interviewing is a reverse interview that the job-seeker initiates with a person who either holds a job title of interest, works in a company/industry of interest, or both. This process is described further in the **Networking and Personal Branding E-Guide**.
- **Hoovers or Vault.com** – these two websites report company statistics and information for the public to view.

- [Glassdoor.com](http://Glassdoor.com) and [Wetfeet.com](http://Wetfeet.com) – These two websites are career information sites designed for job-seekers. You will find helpful articles and tips here as well as first-hand reports from individuals regarding certain employers and companies.

#### Step 4: Networking

If you were thinking your job/internship would consist primarily of you sitting at a computer sifting through job postings, think again! **Over 70% of all positions** (full-time, part-time, service, and internship) **are obtained through person-to-person networking**, not through on-line job searching. In fact, only 15-20% of all positions are ever posted ANYWHERE! This means on-line job searching is only one minor part of the job-search process and networking needs to take on a primary role.

So what is networking? Networking is the process by which professionals establish meaningful relationships with one another. Why is this important? Because applications do not get people jobs; PEOPLE get people jobs. Networking is a natural and essential element of professional life and does not only appear when seeking positions. Rather, it is a career-building technique that must be consistently maintained. Your network of professional contacts serves as a resource for finding and obtaining positions, an information-sharing web to enhance professional practices, and a support system to rely on for professional guidance and career-building.

To start building your professional network, look to your 5 F's: friends, family, faculty, fellow peers, and foundations/organizations you belong to. Start by making a list of all the people you know from these groups and start reaching out to them. Let this network know that you are seeking a position and what kind of environment you are looking for. You would be surprised how many people you can become connected to through the network you already have in place.

#### Essential Ingredients of Effective Networking

Effective Networking Contains:		
Elevator Pitch	Your 30-second commercial that describes who you are, what you are interested in, and what you would like to do .	20%
Attending Events	Get up and GO to events like career fairs, alumni mixers, industry conferences, educational opportunities, and Marymount Career Services Networking events	20%
Performing Informational Interviews	Meeting with industry professionals to learn about jobs and ask questions	20%
Business Card	Get one! You can design your own business cards for very low cost at <a href="http://www.vistaprint.com">www.vistaprint.com</a> .	20%
Using Social Media	Use LinkedIN, Facebook, and Twitter to your advantage by connecting with other professionals, joining group conversations, and following companies.	20%

For more information on any of these ingredients, visit the [Personal Branding and Networking E-Guide](#).

#### Step 5: Search

Now it is time to put all of that research, networking, and preparation to good use! Start searching for positions! Remember, **utilizing your network is the best way to secure positions**, but there are other methods of finding positions as well. Below are some helpful job-search resources.

#### Company Websites

Many companies will post their available positions directly on their company site.

## Newspaper

People do still post available positions in newspapers. Consider checking out the Washington Post for DC area jobs.

## General Search Websites

- Marymount University's Jobs4Saints – Marymount's job and internship database that houses full-time, part-time, internship, service, and campus employment opportunities just for MU students.
- [SimplyHired.com](http://SimplyHired.com) and [Indeed.com](http://Indeed.com)- meta-search engines that pull job postings from several posting sites across industries and return a list of relevant occupations.
- [LinkedIn](http://LinkedIn) - a fantastic professional networking site that also has a comprehensive job database. Individual companies often post their positions through their personal pages as well as groups.

## Industry-Specific Websites (For more of these by major, see the Center for Career Services [website](#))

- [USAjobs](http://USAjobs) – Federal Government positions
- [Idealist.org](http://Idealist.org)- Service, green, internship, non-profit, and socially conscious positions
- [Dice.com](http://Dice.com)- Information Technology jobs
- [MediaBistro.com](http://MediaBistro.com)- Communications and Media jobs
- [InsideHireEd](http://InsideHireEd)- Jobs in Higher Education
- [HCareers](http://HCareers)- Jobs in Hospitality

## SELECTING MEANINGFUL CAREER EXPERIENCES

Intentional selection of experiences leads to meaningful career experiences that support a career trajectory over a lifetime. Each activity you engage in, each opportunity you pursue, and each position you take should have some personal value to you and get you closer in some way to reaching your career goals. That does not mean that you should only choose opportunities that are exactly what you want, but rather that it is best to be intentional with career choices and seek out opportunities to gain personally relevant skills, abilities, and experiences within any pursuit. Career paths are seldom linear; rather, they are fluid and tend to move forward, back, up and down across the lifespan. It is not the activity or opportunity that makes the difference, it is how you choose to use and develop yourself within it.

## PROFESSIONAL DEVELOPMENT

The Center for Career Services encourages all students and alumni to pursue life-long learning. Professional development does not stop once you get a job! There are always new skills to learn, experiences to have, and areas to conquer. In fact, ceasing to work on professional development can come back to haunt you if you consider that the average American changes jobs/career paths between 7-11 times throughout their lifetime. That means that the career development process will continue cycling and re-cycling multiple times with renewed opportunities for growth and advancement. Here are some ways to find professional development opportunities:

- When considering job offers, ask your employer about professional development opportunities within the organization. Then, take advantage of these once you are hired!
- Seek further education either formally through universities or on a smaller scale through conferences, events, and seminars offered in your community
- Attend webinars and on-line professional development
- Join professional organizations affiliated with your industry or field of interest

## **ADDITIONAL RESOURCES AT THE CENTER FOR CAREER SERVICES**

In addition to the information and examples this e-guide offers, the Center for Career Services also provides the following services and materials to support personalization and maximization of student careers. Our staff strongly encourages ALL students and alumni to take advantage of these FREE resources!

- **Individual Career Appointments**
  - Make an appointment at Career Services and a Career Coach will sit down with you to discuss how to develop specialized strategies to personalize and maximize your unique career path.
  - Students and alumni can schedule an appointment with a Career Coach by calling 703-284-5960. If you are not able to come in, we are happy to arrange a phone appointment as an alternative – just let us know you are interested in this option when you call!
  - When scheduling an appointment, the more specific information you can provide in terms of what type of positions you are looking for and what background you currently have, the better our Career Coaches can tailor their support during the appointment.
- **Career Services Workshops & Events**
  - Our office hosts a variety of workshops throughout the academic year, several of which focus on cover letter and resume writing, networking, the job and internship search, and professional behavior. In addition, we host industry-specific panel events, which serve as great opportunities to network with current professionals and fellow peers and can even potentially lead to interview opportunities! [For an up-to-date list of upcoming workshops and events, visit our website.](#)
  - If you are a student and would like to request a workshop or presentation for an organization or club that you are a part of on campus, please email [career.services@marymount.edu](mailto:career.services@marymount.edu) with your name, club/organization, and potential dates and times for your workshop and we will follow up with you!
- **Print Resources on Networking and Personal Branding**
  - The Center for Career Services has a library of career resource books in the lobby of our main office in Rowley, Suite 1005 that students can check out for a period of two weeks.
  - For a full list of our print resources, including those specific to personalizing and maximizing your careercheck out [this document](#).