

# ARE YOU CAREER READY?

Make your time at Norwich count! Career readiness and management is a fluid process. You have endless opportunities to build your skill sets and develop your talents and Norwich wants to help you reach your fullest potential.



## Discover

Knowing who you are and what you like is the first step to finding a career path with purpose and meaning. Identify careers that may be a good fit based upon your interests, skills, personality and values.

- Create a Handshake profile and utilize the resource library.
- Explore your interests, personality, values, and skills through our online career platform Focus2.
- Use O\*Net, U.S. Bureau of Labor Statistics and Focus2 to explore related careers.
- Conduct an informational interview with people in your field.
- Attend a career-related event or session (Career Fair, Virtual Events, Employer Tabling, Lectures, etc.).
- Develop a career plan and SMART goals using this checklist.

## Experience

Gaining hands-on experience is one of the most valuable things you can do to build skills and knowledge. Whether it is a paid or unpaid internship, volunteer experience, part-time job or job shadow, they can all help you develop transferable skills employers look for. Handshake is a great way to start looking for hands-on opportunities.



- Get involved with extra-curricular activities (i.e. clubs, athletics, committees, and civic engagement). Seek out leadership roles and make impact.
- Get a part-time job related to the work you are interested in.
- Participate in a summer research opportunity or fellowship.
- Study Abroad for a semester.
- Pursue internship or high-impact opportunities.
- Conduct a job shadow.



# Create Your Story

Developing your personal brand is important to creating a resume with impact and delivering a memorable interview. Think about how you have created value for organizations you have worked for and outcomes of projects you have worked on. Be prepared to articulate your results, and accomplishments using quantifiable data on your resume, in your cover letter, in an interview or an online portfolio or profile.

- Build your resume and cover letter.
- Join LinkedIn and Handshake. Build a profile that sells your strongest assets.
- Build a list of important personal, professional and academic references.
- Create an online portfolio of work you've completed.
- Attend alumni networking events.
- Practice your interview technique.
- Develop an elevator pitch.

# Make it Happen



Life after Norwich can be exciting and scary but rest assured you have done the work to prepare you for the next step. Understanding the process of conducting an effective and targeted job search, negotiating an offer, or researching and choosing the right graduate school are all very important to being successful in each of these areas.

Develop a job search strategy and timeline. ■

Consider graduate school, learn about programs and develop a plan. ■

Prepare for a job offer through salary/compensation negotiation. ■

Tap into the hidden job market by reaching out to your network ■