

# SENIOR YEAR: IMPLEMENTATION



You have spent the last four years writing papers, researching topics, giving presentations, and studying for tests and finals. Now you have one more big task ahead of you: a job search!

## Take the Plunge

- Talk to a career counselor about developing a job search plan.
- Decide what it is you're after.
- Set some long- and short-term goals.

## Use Connections

Begin developing your network of contacts:

- Friends of relatives and relatives of friends
- Clarke alumni
- Professional associations

Conduct informational interviews with contacts

- Get the scoop on what your field is really like

## Tried and True Strategies

Career Services webpage job postings

Classified advertisements:

- Many newspapers are even on-line

On-line Job Banks:

- Cities nationwide have websites listing jobs in their area
- Dubuque, Iowa

Temp Agencies:

- Get your foot in a company's door by temping
- Develop additional computer and writing skills
- Increase your means for learning about possible position openings

## Job Search Basics

### Resume

- Advertisement of you and your skills
- Have three people critique

### Cover Letters

- What are your strengths?
- What makes you qualified?
- What do you know about the organization?

## Career Extravaganza

Employers nationwide attend this annual career fair here in Dubuque

## Interviewing

Participate in a mock interview with Career Services professionals

Purchase a professional interviewing suit:

- Read "Dress for Interviewing Success: Men" or "Dress for Interviewing Success: Women".
- Let the salesperson know you want an interview suit.
- This is a good gift for your parents to get you.

Practice, practice, practice:

- Read "Interviewing".

Come prepared with questions to ask the interviewer:

- These should focus on the job, expectations, and training.
- These should not be about salary, vacation, or bonuses unless the subject has been brought up by the interviewer.

## WHERE TO FIND OUT MORE . . .

All materials referenced are available in the **Clarke University Career Services Office** at no cost to Clarke students or alumni. Many of the services are available by simply stopping by our office; however, some services require an appointment. Please call ahead to schedule a time that is convenient for you.