

Preparing for a Career While in College

Freshman: Register with MARSHALL JOBTRAX for internship and job listings, on-campus interviews, and weekly e-mail updates. (This service is already paid for by your student fees.) Take assessments such as SIGI3 or the Career Exploration Inventory. Read about different majors that you are interested in. Talk to professionals in career fields you are interested in. Draft your resume and have it critiqued by a career counselor, who can also help you decide on a major and develop job search skills. Meet with your academic advisor. Attend study skills workshops. Study and adjust to college. Learn requirements for your major, since many require an early decision. Make friends who share your interests and values.

Sophomore: Update your resume, and have it critiqued by a career counselor, call 304-696-2370 for an appointment. Update your student profile and upload your resume onto MARSHALL JOBTRAX. Do regular searches of internship listings on MARSHALL JOBTRAX. Use SIGI3, the Internet, and assessments to learn about different occupational fields. Attend Career Fairs to network and follow-up with employers. Attend Career Services workshops to develop career etiquette and skills. Meet with your academic advisor. Take a variety of courses, especially ones that could improve your skills in writing, communication, speaking, business and computers/technology. Participate in extracurricular activities. Be a volunteer or participate in community service projects. Find opportunities through the Student Activities office, Student Government, or other Marshall organizations.

Junior: Update your student profile and resume on MARSHALL JOBTRAX. Work with a career counselor to refine your resume and develop job search and interviewing skills. Use JOBTRAX and other websites to continue your research on possible internships, employers and careers. Attend Career Fairs. Follow up with contacts. Review internship listings on JOBTRAX at least once a week and apply for all that

interest you. Get an internship. Become active in student organizations. Choose elective courses that complement your major and will help improve your communication and writing skills. Pursue academic assignments that stimulate professional interaction (i.e., interviews and surveys). Join professional/trade associations.

Senior & Graduate: Update your student profile and resume on MARSHALL JOBTRAX. Review job listings on MARSHALL JOBTRAX at least once a week. Attend Career Fairs. Follow up with contacts. Schedule a mock interview. Conduct thorough research on potential employers, especially those with whom you plan to interview. Use MARSHALL JOBTRAX to apply online for on-campus interviews with visiting employers. (Call 304-696-2370 if you need help with this!) Attend a Dining and Etiquette dinner sponsored by MU Dining Services. Prepare for and arrange appropriate Testing Services (e.g., GRE, MCAT, LSAT, and GMAT). Update your credential file. Assist or do research with professors. Pursue an independent study that will allow you to explore your career interests. Assume active leadership role in a campus chapter of a professional organization. Become active in community functions. Attend meetings of professional/trade associations and pursue additional networking opportunities. Apply to graduate/ professional school(s).