

Career Skills Development Guide

Intermediate



Now that you have a basic handle on how to hone your skills, it's time to explore different tracks & career opportunities. Check each accomplishment off as you master them. Move on to the **Advanced** guide after you finish.

Create a resume

The resume is your one-page sales pitch to an employer. Detail matters, so make it perfect.

- » **Organize & highlight:** Brainstorm a list of past successes, experiences and extracurricular activities. Organize the highlights in a manner that matches your resume format.
- » **Make it presentable:** Get creative. Refresh the look & feel by adding your photo, interests or special skills. Pay special attention to design & format.
- » **Make it relevant:** Ensure each point on the resume contributes to your overall personal story.
- » **Personalize to each job:** For specific roles, tailor the resume objective, experiences & successes.
- » **Proofread:** Have a friend proofread. Have a professor proofread. Then check it one more time. Typos leave a negative first impression.

Take charge of your learning

Learning does not stop at graduation so round out your skill-set. It's both helpful & fulfilling to learn a new, useful skill.

- » **Extend your learning:** You don't have to break the bank to take classes. Continue learning with sites like Udacity, Coursera or Code Academy.
- » **Use professor office hours:** Before you go in, prepare questions or topics that you need clarification on. Either is likely to spark a discussion & moment of learning.
- » **Set up a study schedule:** Have regular study groups to review & keep content fresh; avoid last minute cram sessions.
- » **Master difficult concepts:** Don't be afraid of challenging problems. Try Chegg Study. We like it.

Explore careers

Consider possible career tracks and dream jobs to hone in on the right area for you.

- » **Make a pro/con list:** For every job you've had, make a list and try to understand your own patterns. What are you good at? Why did you enjoy or dislike a role?
- » **Talk to people you know:** Talk to professors, mentors, friends and family to get ideas on the wide variety of careers that are available to you.
- » **Learn about potential careers:** Set up informational interviews with professionals in your field of interest. Ask about the specific skills you'll need to succeed.
- » **Check out a job:** During breaks, job shadow to learn about the daily tasks in a role of your interest.

Network

The more people in your network, the more you'll understand your options, explore different careers, discover exciting internships, and even, find that dream job.

- » **Start early:** Research summer internships a year prior. Many internships (especially the financial roles) accept their intern class in the fall. The more time you have, the more options you can consider.
- » **Ask for advice:** Ask an upperclassman about their internship timeline & application process.
- » **Attend events:** Try to attend one networking event a month. Connect with at least one person in your field each semester and aim to keep that relationship long-term.
- » **Be genuine:** Networking is a conversation, so be yourself!

Intermediate Life Skill: Look at everyday experiences & events as networking and learning opportunities.
Learn forever, earn forever.