Preparing for Life after College
(Employment & Graduate School)

RESUMES

So, you are ready to write a resume?

RESUMES….Think about it. Writing a resume requires careful thought, research and preparation.

There are no “set rules” to writing a resume, only guidelines.

- Be accurate and honest.
- Print on quality paper using a quality printer; use matching paper for your resume, letter, and reference page. You may still hand your resume to someone instead of emailing it!
- Carefully proofread to avoid any mistakes.
- Consider overall page design.
- Be consistent in format and style: readability, eye appeal and total positive impression should be your goals.
- Resumes should be one to two pages only regardless of the amount of work experience.
- Omit all personal pronouns and use phrases beginning with an active verb.
- Omit high school information unless it relates to your objective.
- Update your resume every six months to reflect your desired focus or goal.
- Always have several individuals review your resume and provide feedback.
- Remember, campus career centers are often available for resume critiques.
EMPLOYMENT

TOP TIPS FOR A STUDENT’S JOB SEARCH

- There is more to the job search than just sending out resumes. A job search requires that you know your interests, skills, and preferences and what is required by the employer.

- Use multiple job search strategies. Take advantage of the campus career center, faculty contacts, on campus interviews, internship contacts, networking, and career fairs.

- Start early. Begin searching at least six months before you want to be employed. It does take a while to find the opportunities.

- Network and speak with others in your career field about how they have been successful.

- Realize that your major oftentimes doesn’t equal a job title. Think beyond your major. Think about occupations, career fields, organizations, job skills, work values, and interests.

- Understand that the job search is a job. It takes a lot of time and is hard work. Your attitude and motivation will help you through the process.

INTERVIEWING STRATEGIES

Before the Interview:

- Research the company/organization and position.
- Be skilled in communicating your experience, skills, interests, goals, values, and personality as it relates to the position opening.
- Acknowledge that your experience counts! Don’t discount your volunteer, part-time, leadership, or other experience.
- Practice answering interview questions with a friend or family member.
- Prepare questions for the interviewer about the position, company or industry.
- Dress professionally and make sure your image matches your career goals.
- Be prompt; arrive at least 10 minutes early.

During the Interview:

- Treat the interview like a conversation. Respond to questions thoroughly and ask appropriate questions. Do not research during the interview.
- Pace yourself. Listen to the interviewer’s entire question before formulating your response.
- Maintain a positive attitude.

After the Interview:

- Evaluate the interview.
- Send a hand-written thank you note within 24 hours.
- Complete any follow-up instructions that were given in the interview.
SHOULD YOU PURSUE GRADUATE OR PROFESSIONAL SCHOOL?

Here are some questions that you should ask yourself:

- What are your reasons for wanting to go to graduate school?
- What do you expect from a graduate degree? What do you expect a graduate degree to do for you in the job market? Are your expectations realistic?
- Do you need an advanced degree to get the job you want?
- Is it better to go to graduate school immediately after completing undergraduate study or wait awhile and gain some work experience?
- Consider geographic mobility. Is the area in which you want to live already saturated with persons with advanced degrees? Are you willing to move to get the job you want?
- Can you afford the financial investment? For many students, the availability of financial aid may be a major fact in the decision to go to graduate school.

FINAL TIPS

- Use your campus resources.
- Ask questions.
- Seek guidance and advice.
- Perform your best.
- Prepare – there is no substitution.
- Participate.
- Learn and enjoy this educational opportunity of a lifetime.

For more information about Meredith College, visit www.meredith.edu/admissions or call us at 1-800-MEREDITH.