



"You control your career destiny!" Spend all four college years making yourself marketable by doing the following 10 things.

1. **Keep grades up.**

Employers and graduate schools want candidates with good grades. That will probably never change. Doing well academically not only proves that you have a good knowledge base, but indicates a strong work ethic, a value that employers value.

Go to www.auburn.edu/academicsupport to view a list of services provided by Academic Support Services.

2. **Identify interests, skills, values, and personal characteristics.**

Visit Career Development Services to take advantage of the available self-assessment instruments: Type Focus, FOCUS, Discover, Myers-Briggs Personality Type Indicator (\$15) and Strong Interest Inventory (\$15).

3. **Actively explore career options.**

A study has shown that most freshmen and sophomores spend more time deciding on a video to rent than on what they might want for a career, even though a video only lasts two hours while your career can last a lifetime. Isn't your life after college worth exploring? You can actively explore careers through the following:

- *Informational Interviews:* Talk with professionals in occupations of interest
- *Job Shadowing:* Observe professionals on the job
- *Network:* Talk with alumni, attend career fairs and attend information sessions
- *Research:* Read about careers of interest on-line (www.auburn.edu/career and experience.com) and in the career resource library.

4. **Become active in extracurricular activities and clubs.**

Active involvement in activities and clubs on campus is highly valued by employers and graduate schools. Don't just join a club, become a leader, hold an office, or coordinate an event to develop leadership and teamwork skills, skills that are on the top of every recruiter's list! Go to www.auburn.edu/organizations or www.auburn.edu/deanofstudents

5. **Get involved in community service.**

You live in a larger community than your college or hometown. Show recruiters you know that by giving back to your community through service. Go to www.auburn.edu/impact for a great way to connect!

6. **Develop computer skills.**

Show that you are computer savvy by being able to demonstrate not only that you can type a business letter but that you can use spreadsheets, design data bases,

and produce automated presentations. Take COMP 1000 or just experiment on your own. Create a database of contact information of family and friends or use your Auburn web space to develop a website. Contact the Office of Informational Technology with questions at www.auburn.edu/oit/.

7. **Develop writing skills.**

Over and over, company and graduate school recruiters complain about the lack of writing skills among college graduates. Don't avoid classes that are writing intensive. Work at developing your writing skills. Utilize the English Center (media.cla.auburn.edu/english/ec/index.cfm) for feedback on your papers. A career counselor will happily review your cover letter or personal statement, often your first impression.

8. **Complete at least one internship in chosen career field.**

More and more, internships are the springboards to employment and getting into graduate programs. Many recruiters say that when they need to fill entry-level jobs, they will only hire previous interns. In addition to making yourself more marketable, internships also are a great way to explore careers and determine whether or not certain careers are for you. When you work for a company as an intern for three to four months, you get a really good feel for whether the field (and company) is one in which you want to work day in and day out! Internships are posted at jobs.auburn.edu.

9. **Gain an appreciation of diversity through study abroad, foreign languages, and courses.**

The American work force is becoming more diverse. So, to be successful at work and in your life, stretch yourself and learn about people and cultures different than yours. This is your time to travel! Most people find it harder to take time to travel as they begin their careers and start families. Go to www.auburn.edu/international to learn about Auburn's Study Abroad opportunities.

10. **Use Career Development Services (CDS) all four years.**

We can help you throughout your entire college career. Here is just a sampling of how CDS can help you:

- choose and explore major and career options
- obtain an internship or part-time job
- write a resume and cover letter
- develop interviewing skills
- identify your skills, interests, and values
- develop a job search or graduate school plan
- connect you with prospective employers (career fairs, on-campus recruiting, etc.)

Don't wait until your senior year to start realizing your goals. Your career train is on the move.

Resource: <http://www.jobweb.com/parents.aspx?id=50>