

LOVE. HONOR. *SUCCESS.*

MIAMI UNIVERSITY

CAREER SERVICES

2014-2015

# *Your Journey Begins Now*

DISCOVER • INVESTIGATE • EXPERIENCE • ACHIEVE

**Stop by Career Services in  
200 Hoyt Hall for assistance with:**

Major and Career Exploration

Career Advising

Internship and Job Search

Mock Interviews

Career Fairs

Programs and Workshops

**Visit our Website  
[MiamiOH.edu/careers](http://MiamiOH.edu/careers)  
for more information**

**M** MIAMI UNIVERSITY  
CAREER SERVICES

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Career Services offers services to you from your first day on campus until your last. This brochure will help you navigate the career planning process and contribute to your success at Miami University and beyond.

AS EARLY AS YOUR FIRST YEAR

# Discover

YOUR STRENGTHS, VALUES, ABILITIES, INTERESTS AND SKILLS

- » Familiarize yourself with the Career Services website, including career development programs such as the Career Success Certificate.
- » Take FOCUS 2 or other career assessments to identify occupations that match your interests, skills, values, personality and potential majors. See [MiamiOH.edu/careers/career-planning-process/phase-discover/assessments/index.html] for more info.
- » Start to think about what you are interested in learning, doing, and experiencing while at Miami using the *Mapping Your Miami Journey* workbook.
- » Explore majors. Assistance is available through your Career Advisor to explore possible majors and career opportunities.
- » Participate in volunteer activities and join student organizations to help build communication, teamwork, leadership and critical thinking skills.
- » Take EDL 100 - Career Development for the College Student to explore majors and career opportunities.
- » Use the Career Services website to research potential careers.
- » Attend a Career Exploration Series event to learn about different industries and career paths.
- » Create your resume on Optimal Resume and your LinkedIn profile and have them reviewed during Resume Drop-In Hours. Attend a LinkedIn workshop and have your photograph taken for your LinkedIn profile.
- » Seek career advice from faculty, staff, administrators, advisors and parents. Learn how to meet and get to know faculty and staff.
- » Find a meaningful summer job to develop confidence, skills and work ethic.

ONCE YOU HAVE IDENTIFIED YOUR INTERESTS, THE NEXT STEP IS TO

# Investigate

YOUR OPPORTUNITIES TO CONFIRM YOU ARE ON THE RIGHT PATH

- » Talk with your Career Advisor about your progress, and how to conduct informational interviews and make professional contacts.
- » Talk with faculty and staff about the careers you are interested in exploring.
- » Attend a Basic Interviewing Skills program which is required in order to sign up for a mock interview or to participate in on-campus recruiting.
- » Attend Career Services programs that are most relevant to your internship search and career options.
- » Create your profile in Miami CAREERlink [MiamiOH.edu/careers].
- » Participate in an informational interview and in a job shadowing experience in your areas of interest.
- » Refine your resume and LinkedIn profile. Build your network of contacts and research employers.
- » Create a cover letter and have it reviewed at a drop-in session or during an advising appointment.
- » Select or re-evaluate your major.
- » Use Miami CAREERlink and internet resources on the Career Services website to research internship postings and summer employment.
- » Attend one of Miami's Career Fairs to speak with employers about future internship opportunities.

COURSE WORK, NETWORKING, INTERNSHIPS AND WORK

# Experience

HELP SHARPEN YOUR FOCUS, BUILD YOUR CREDENTIALS AND MARKETABILITY

- » Prepare an updated resume tailored to an internship search. Upload the resume into CAREERlink.
- » Attend Career Services programs that are most relevant to your internship search and career options.
- » Attend one of Miami's Career Fairs to speak with employers about internship opportunities.
- » Research possible internship opportunities or meaningful summer jobs on CAREERlink and internet resources on the Career Services website.
- » Create and expand your network through personal and LinkedIn contacts.
- » Consider a study abroad program to expand your understanding of different cultures and international issues.
- » Stay informed by subscribing to newsletters in your field of interest on the Career Services website.
- » Get involved in a professional organization related to your career field.
- » Investigate the role of graduate/professional school in your career interests. Attend the workshop Planning for Graduate School.
- » Sign up for a Mock Interview or use Optimal Interview Prep to practice your interviewing skills.
- » Identify faculty and staff who may be able to serve as references.
- » Continue involvement in Miami clubs and organizations to further develop public speaking, leadership and organizational skills.
- » Finalize your elevator speech for prospective employers by completing the Telling Your Story workbook.

THE LAST PHASE IS TO TAKE EVERYTHING AND

# Achieve

A CAREER OR PURSUE YOUR DREAMS FOR GRADUATE/PROFESSIONAL SCHOOL

- » Commit to a thorough job search. Develop a plan for contacting employers.
- » Finalize your career network; refine networking skills and continue to develop contacts.
- » Attend the Online Networking and Leveraging LinkedIn program and/or Finding Your Fit: The Job/Internship Search program to help you finalize your job search plan.
- » Attend other Career Services programs that are most relevant to your job search.
- » Upload an updated resume to CAREERlink for your job search.
- » Practice your interviewing skills through a mock interview or Optimal Interview Prep.
- » Have your resume, LinkedIn profile and cover letter reviewed with a Career Assistant during drop-in hours.
- » Use CAREERlink and internet based resources on the Career Services website to search for jobs and to learn more about employers.
- » Identify interesting job opportunities and submit applications. Stay organized by keeping a log of all employer contacts, interview offers and follow-up activities.
- » Attend the Miami Career Fairs most relevant to your job search.
- » Sign up for on-campus interviews using CAREERlink.
- » Research companies before you attend fairs or interviews and submit job applications by using the resources available on the Career Services website.