College Graduation...

How people expect you to feel: How you actually might feel:
How We Hope You Feel!
Shifting From Student to Professional

1. Get Started Now!
2. Ready Means “Career Ready”
3. It’s All About Professionalism
4. Take Advantage of the Career Center!
1. Get Started Now

- There’s no such thing as too early
- Fall = Recruitment Season
- The job search is work.
2. Ready Means “Career Ready”

- What are employers looking for?

According to the National Association of Colleges and Employers (NACE):

1. Critical Thinking/Problem-Solving
2. Oral/Written Communications
3. Teamwork/Collaboration
4. Digital Technology
5. Leadership
6. Professionalism/Work Ethic
7. Career Management
8. Global/Intercultural Fluency
How do I show that I’m “career ready”?

- Know & Articulate Your Goals
- Organization Leads to Better Preparation
- Demonstrate Professionalism
- Communicate Confidence in Your Personal Brand
true story...!
Organizing a Job Search: Know What You Are Looking For!

- Identify the industry/position type that you’re looking for:
  - **Job Title**
    - Major Sheets
    - Vault
  - **Industry**
    - Private, Public, Nonprofit Sectors
  - **Specific Employers**
    - UMBC Career Center events
    - UMBCworks
  - **Informational Interviews**
    - Friends, Family, Alumni, Peers
Organizing a Job Search: Organize Yourself

- Set a schedule for job search (treat it like a class)
  - Time & place
- Set small weekly goals that support your long-term goal
  - Identify potential employers
  - Revise/submit resumes
  - Attend networking events
  - Practice interviewing
- Keep track of your activities

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<th>ORGANIZATION</th>
<th>POSITION</th>
<th>CONTACT PERSON</th>
<th>PHONE</th>
<th>EMAIL</th>
<th>TYPE OF CONTACT &amp; DATE</th>
<th>ACTION NEEDED</th>
<th>IMPORTANT LINKS</th>
<th>DATE APPLIED</th>
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<td>ABC Corp.</td>
<td>Job #58</td>
<td>Joe McFate</td>
<td>##</td>
<td>??</td>
<td>Sent Email 11/5</td>
<td>Apply via UMBCworks</td>
<td>URL</td>
<td>11/29</td>
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<td>XYZ Tech, Inc.</td>
<td>Job #3</td>
<td>Jane Cho</td>
<td>??</td>
<td>@</td>
<td>Met at UMBC info session 10/29</td>
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<td>URL</td>
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<td>Job #67</td>
<td>Sue Smith</td>
<td>##</td>
<td>@</td>
<td>Applied on website</td>
<td>Follow-up in 2 weeks</td>
<td>URL</td>
<td>10/7</td>
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Organizing a Job Search: Be Strategic

Sample Strategy:
- Identify 20 companies of interest
- Each day, review two websites → if you find an interesting job, apply!
- Add and delete companies

Sample Strategy:
- Create a list of all upcoming career development events
- Identify two per week to attend
- At each event, generate one new networking contact to connect with on LinkedIn
Organizing a Job Search: UMBCworks
3. It’s All About Professionalism

- Professional Documents (Resume, Cover Letter)
- Networking Opportunities
- Digital Image (LinkedIn, Social Media, website/portfolio)
- Interviewing Skills
- Evaluating Offers & Salary Negotiation

“Your brand is what people say about you when you’re not in the room.”

Jeff Bezos, Amazon
Building Your Professional Image

- Appearance
- Demeanor
- Reliable/Punctual
- Competence
- Ethical
- Communication
Communication: Verbal, Written, Digital

- **Verbal**
  - Networking
  - Phone calls
  - Interviewing

- **Written**
  - Resume
  - Cover letters
  - Professional statements
  - Emails
  - LinkedIn messages

- **Digital**
  - Social media platforms
  - Content (original or shared)
Resume Ready?

- Get your resume reviewed at the Career Center
- Tailor your resume to specific positions → what is important for this employer to know?
- Resume real estate → most valuable information at the top!
- Descriptive bullet points with powerful verbs
“The difference between the almost right word and the right word is really a large matter – ‘tis the difference between the lightning-bug and the lightning.”

– Mark Twain
Professional Email Correspondence

Do...

- Send from your UMBC email
- Include a brief, descriptive subject line
- Use a greeting & name of recipient
- Write concise, clearly organized body paragraphs
- Choose an appropriate closing
- PROOFREAD BEFORE SENDING!

Avoid...

- Using multiple email addresses to correspond with employers
- Writing with slang or casual language
- Contacting employers too frequently
- Asking questions that you can find the answers to!
- Stressing – correspondence takes time!
Professional Email Correspondence: Before You Press “Send”...

- Did you check your spelling and grammar?
- Did you ask a question that you could find an answer for independently?
- Did you communicate your message clearly?

- What If I Don’t Hear Back?
  - Consider a follow-up call if appropriate
  - Follow up with an email if you’re expecting a reply
  - Include all previous e-mail threads → help track the conversation
LinkedIn Job Search Tips

- Upgrade to Premium
- Make yourself “Open to Recruiters”
- Upload a professional headshot (Career Fair!)
- Create an exciting headline with keywords
- Be active!
  - Endorse skills
  - Follow companies & industries of interest
  - Request recommendations
  - Network with alumni
Marketing 101
Start With Why by Simon Sinek

The Golden Circle

WHAT
Every organization on the planet knows WHAT they do. These are products they sell or the services.

HOW
Some organizations know HOW they do it. These are the things that make them special or set them apart from their competition.

WHY
Very few organizations know WHY they do what they do. WHY is not about making money. That’s a result. WHY is a purpose, cause or belief. It’s the very reason your organization exists.
30 Second Commercial

- Identify who you are
- Highlight a few strengths and accomplishments
- Show how you can bring added value to an organization
- Bonus: Add your WHY!

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Hello, my name is Barry Stewart and I am a UMBC student studying financial economics with an accounting certificate. I am in my junior year and I am very interested in an accounting internship with your firm. Currently, I am serving as the treasurer for the UMBC Accounting Club where I have been effective in managing our budget for events, activities and outreach programs. I believe my enthusiasm for helping others increase their financial literacy mirrors your firm’s dedication to helping others navigate their tough financial situations.

Hi, my name is Noor Ahmad and I am a visual arts major at UMBC. I am graduating in May and looking for full-time opportunities that engage my creativity and also allow me to use my strong interpersonal skills. Through volunteering at a non-profit in Baltimore, I found that I can connect visual arts and helping people better understand themselves and their community roles. My knowledge of current technology and a detail-oriented perspective can help me to make a valuable contribution to collaborative work environments.
4. Take Advantage of Career Center Resources

- Individual Appointments
- Online & Print Resources
- UMBC Connects
- On-Campus Interviews
- On The Road: Exploring Outside the Loop
- Fall Career and Internship Fair!
Who We Are

Career Specialists | Internship & Employment Team | Employer Relations & Recruitment Programs
Appointments to Help

■ Career Specialists (60 minutes)
  - Career Decision Making
  - Interview Preparation & Evaluating Offers
  - Mock Interviews (must call to schedule)
  - LinkedIn Advanced Strategies

■ Internship & Employment team (30 minutes)
  - Job Search Process
  - Interview Preparation & Evaluating Offers
  - Industry-Specific Resume Reviews
Our Resources

- UMBCworks database – check often, update resume, consider cover letter
- Career Guide
  - Online & print (available next week!)
  - Newly redesigned!
- Careers.umbc.edu
  - Sample industry resumes
  - What Can I Do With My Major? Sheets
  - Vault → explore industry guides to learn about jobs, read company reviews, read up-to-date advising from industry professionals
  - “For Students” tab
Fall Recruitment Events: UMBC Connects

- The UMBC Connects series offers students and alumni the opportunity to meet with recruiters from companies and government agencies that are interested in recruiting UMBC talent.
- Wednesdays 11:00-2:00 in UC 312
  - 9/20: IBM
  - 10/4: T. Rowe Price
  - 10/11: National Security Agency (NSA)
  - 10/18: Northrup Grumman Corporation
  - 10/25: TIAA
  - 11/1: Next Century Corporation
  - 11/15: Leidos
Fall Recruitment Events: On-Campus Interviews

Meet with employers for on-campus interviews for internships and full-time jobs. Below are deadlines to submit applications on UMBCworks:

- 9/18: Transamerica
- 9/20: Northwestern Mutual Financial Network
- 9/22: CSRA
- 9/27: Nielsen
- 9/27: SB & Company, LLC
- 9/28: Naval Surface Warfare Center, Carderock
- 9/29: T. Rowe Price
- 10/3: Morgan Stanley
- 10/5: IBM
- 10/10: Enterprise Holdings
- 10/19: PayPal
- 10/25: Morgan Stanley
Fall Recruitment Events:  
On The Road: Exploring Outside the Loop

- INSTEAD OF BRINGING THE COMPANIES TO CAMPUS, WE’RE TAKING YOU TO THE COMPANY!
- You MUST RSVP to come to an On The Road:
  - 9/29: Morgan Stanley
  - 10/2: Idealist Graduate School Fair
  - 10/13: Mindgrub Technologies, LLC
  - 10/20: Exelon/Constellation Energy Group
  - 10/27: Space Telescope Science Institute
  - 11/3: T. Rowe Price
Fall Recruitment Events:
Fall Career & Internship Fair!

- Wednesday, 9/27
- 11:30 - 3:30
- UMBC Retriever Activities Center (RAC)
- 136 companies registered (as of today!)

Career Fair Prep Events:
  - 9/21: Resume Rescue 10:00-4:00 in the Career Center (M/P 201)
  - 9/25: Keys to Success Workshop: Career Fair Exercise in Building GRIT!
Get Connected to the Career Center

UMBC Works

Facebook

Twitter

Pinterest

Email

Instagram
The UMBC Career Center aims to empower all students and graduates to create their own success stories.