

# Utilizing Career Services

This playbook outlines the steps to effectively use college career services for job hunting, crafting a professional resume, and preparing for interviews. It provides guidance on how to engage with and benefit from the resources and support available to students.

## Step 1: **Research**

Investigate the resources offered by your college's career services. This may include workshops, career fairs, one-on-one counseling, internship placements, alumni networks, and job boards. Check the college website or visit the career services office to gather this information.

## Step 2: **Register**

Sign up for access to career services, if required. This may involve creating an account on the college's career services portal or scheduling a registration appointment with a career counselor.

## Step 3: **Resume Building**

Use the career services' resources to create or improve your resume. Attend resume workshops, utilize online tools, or set up a personal meeting with a career advisor for personalized feedback.

## Step 4: **Job Hunting**

Participate in job-search related activities. Attend career fairs, use job boards specifically provided by career services, and leverage alumni networks to seek opportunities.

## Step 5: **Interview Prep**

Prepare for interviews through mock interviews, interview workshops, or one-on-one interview coaching sessions available through career services.

## Step 6: **Follow-up**

After utilizing the services, follow up with any contacts made, such as recruiters at career fairs, alumni, or career counselors. Maintain your relationship with career services and update your resume and job search strategies as you gain more experience and skills.

# **General Notes**

## **Office Hours**

Take note of the career services office hours and any appointment protocols to ensure you can access services when needed.

## **Be Proactive**

Don't wait until your final year to engage with career services. Start early to maximize your advantages and opportunities.

## **Feedback**

Be open to feedback on your resume and interview techniques, and be willing to make changes to improve your chances of success.