

Many organizations with competitive training programs will begin recruiting early in the fall and start making offers as early as November. Industries like investment banking, consulting and accounting are notorious early recruiters.

Smaller companies which don't have training programs tend to recruit later in the year. So do employers in fields like broadcast communications, advertising, public relations, social media, the arts, and publishing. **Bottom line? If you want a full-time job by graduation, start NOW.**

Use the checklist below to determine what resources will be useful to you and collaborate with Career Services to develop a plan of action to apply for and secure a full-time job.

STEP 1: WHAT DO YOU WANT?

What are the industries or fields of interest you are hoping to target?

List examples of job duties you'd like to perform or positions or job titles you'd like to obtain.

List examples of organizations where you'd like to work.

Where, geographically, would you ideally like to work? It is useful to be as specific as the cities or metropolitan areas where you'd like to be.

Need help answering these questions?

Try the following...

Career Inventories

With the guidance of Career Services staff, learn how to use your personal characteristics (values, skills, personality preferences, and interests) to clarify your career goals. Call 318-797-5062 to schedule an appointment.

Alumni Tool | LinkedIn 101 – Sep 23 @ 11 AM, Success Center & on Zoom

Use the LSUS Alumni Tool on LinkedIn to see where graduates live, the organizations they work for, and the types of jobs they have. You can narrow information you see by date range, what they studied, what they're skilled at, and how you're connected on LinkedIn. Click on any bar in the Alumni Tool to drill down into specific careers, employers, locations, major, skills, or degree of connection. **To get started, go to: www.linkedin.com/alumni.**

WHAT CAN I DO WITH THIS MAJOR? web resource

Investigate common career areas, typical employers, and strategies designed to help you set yourself up for success. Find the tool on the Career Services website. Enter into the STUDENTS AND ALUM CAREER RESOURCES section and scroll down to **Choose Your Major or Career**. Under the heading, **Researching Your Options**, you'll find a hotlink for **WHAT CAN I DO WITH THIS MAJOR?**

Career Conversations

Career conversations or *informational interviews* are an excellent way to learn more about options in your field while building your connections with established professionals. While have a conversation with someone in the industry you hope to enter, your goal is to gather information about the field and their background. You do this by preparing a list of questions for your meeting. For more information, review the **informational interview tutorial**. Access it by typing into your web browser: "livecareer + informational interview tutorial."

STEP 2: PREPARE YOUR APPLICATION MATERIALS

Is your resume tailored to the industry and the positions you are targeting?

Have you had your resume critiqued by someone in Career Services?

Do you need help writing a cover letter?

Have you had a cover letter critiqued by someone in Career Services?

Have you identified references and created a reference list?

Will you need a portfolio or writing samples for any applications you submit?

Need help getting prepared?

Try the following...

Resume Writing | Sep 9, Nov 4 @ 11 AM, Zoom

Discover how to highlight your qualifications, target employers, and develop an eye-catching resume that gets you noticed! During the hour-long workshop, we'll collaboratively critique a "bad" resume so that you know what to do--and what not to do--on your own document. Find the Zoom link on Handshake and in the Career Services weekly email.

Extended Resume Walk-Ins | Nov 2, Nov 3 from 10:30 AM to 2 PM, Success Center

Use these convenient one-on-one, 15-minute interactions to get tips and advice about your resume ahead of the career fair. Bring a printed copy to Career Services to get help.

Individual Appointment

Call 318-797-5062 to schedule an appointment. Career Services staff will provide you with individualized advice and recommendations about how to improve your resume and cover letter.

Walk-Ins | every Thursday from 10 AM – 12 PM

Perfect for quick questions! Starts on August 25.

STEP 3: KNOW WHERE TO LOOK

Do you have an account with the university's online job posting site, Handshake?

Do you know how to use Handshake to search for opportunities?

Have you identified industry-specific job posting sites?

Do you have a list of companies you are targeting?

Have you identified geographic-specific job posting sites?

Are you registered for the Fall Career and Internship Fair, set to take place on November 9?

Need help knowing where to look?

Try the following items on the next page...

Handshake How-To | Aug 29, Sep 12, Oct 3, Nov 7, Dec 1 @ 11 AM, Success Center & on Zoom

Visit lsus.joinhandshake.com and enter your LSUS email address to claim your account. Complete your profile, personalize your job feed, and start searching! Join the monthly workshop to get the most from your account.

Conduct smart Internet searches

To uncover helpful industry and geographic-specific resources try the following: Google [the name of your major or the industry you hope to enter] + job posting sites. Also, review the MEMBERSHIP DIRECTORY of the Chamber of Commerce affiliated with your target geographic preferences for ideas about organizations that might have open positions.

Individual Appointment

Call 318-797-5062 to schedule an appointment. Career Services staff will assist you in finding resources that fit your individual needs and circumstances.

LinkedIn 101 – Sep 23 @ 11 AM, Success Center & on Zoom

Learn how to use LinkedIn to build a professional online presence, connect with others, and uncover internship and job leads. Find the Zoom link on Handshake and in the Career Services weekly email.

Need help knowing where to look?

STEP 3...CONTINUED

Preparing for the Career Fair | Oct 14 @ 11 AM, Success Center & on Zoom

Learn to navigate the event, explore opportunities, and develop authentic connections with alumni, employers, and graduate/professional school representatives. Find the Zoom link on Handshake and in the Career Services weekly email.

Ace Your Job Search | Dec 2 @ 11 AM, Success Center & on Zoom

Most people figure out how to do a job search on the fly. No more winging it! Let us teach you how a 21st century search works. Find the Zoom link on Handshake and in the Career Services weekly email.

STEP 4: NETWORKING

Do you have a LinkedIn profile? Are you a member of LSU Shreveport Alumni LinkedIn group?

Do you know how to use LinkedIn to a) connect with others, b) participate in groups, or c) research companies?

What professional associations are affiliated with the industries you're hoping to enter? Do you have the ability to join any?

Are you interested in conducting informational interviews?

Need help networking?

Try the following...

LinkedIn 101 – Sep 23 @ 11 AM, Success Center & on Zoom

Learn how to use LinkedIn to build a professional online presence, connect with others, and uncover internship and job leads. Find the Zoom link on Handshake and in the Career Services weekly email.

Join a Professional Association

Locate and join a professional associate affiliated with your industry (as a student member). Doing so provides direct access to industry information, networking events, company and member directories, and job listings.

Career Conversations

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STEP 5: GET ORGANIZED

I am going to commit _____ hours a week to my job search.

TASK	DATE TO BEGIN	TARGET COMPLETION DATE	NOTES
STEP 1 – CLARIFY JOB TARGET			
STEP 2A – PREPARE A RESUME & COVER LETTER <i>Create a draft, obtain a critique, revise document, and upload to Handshake.</i>			
STEP 2B – PREPARE OTHER MATERIALS <i>Finalize portfolio and prepare writing samples, as needed.</i>			
STEP 2C – PREPARE A REFERENCE LIST <i>Identify at least 3 professional references. Reach out to each to ask permission and to discuss the goals of your job search.</i>			
STEP 3 – CREATE A HANDSHAKE ACCOUNT <i>Post a resume, search opportunities, and review recruiting events.</i>			
STEP 4A – CREATE A LINKEDIN ACCOUNT			
STEP 4B – CONDUCT INDUSTRY, COMPANY, AND POSITION RESEARCH			
BEGIN SENDING OUT RESUMES/COVER LETTERS AND APPLYING FOR POSITIONS			

OTHER USEFUL RESOURCES - INTERVIEWING

Interview Preparation – Sep 30, Nov 11 @ 11 AM, Success Center & on Zoom

Let's talk about the essentials that you'll need to nail your interview! Find the Zoom link on Handshake and in the Career Services weekly email.

InterviewPrep

Use **InterviewPrep**, a mock interview platform, to prepare for internship and job interviews by recording and reviewing your performance in practice interviews. Look for it at the top of the **Find a Job Or Internship** section on the STUDENTS AND ALUM CAREER RESOURCES page of the Career Services website.

Individual Appointment

Call 318-797-5062 to schedule an appointment. Career Services staff will assist you in finding resources that fit your individual needs and circumstances.