GUIDE FOR THE COLLEGE

JOB SEEKER



OFFICE OF CAREER
SERVICES

Planning for your job search after graduation begins the moment you enroll in college and select your career pathway. Successful and employable candidates put in the majority of the work before they ever apply to a single employment posting.

Whether you are a prospective college student or currently enrolled, this list can help guide you to a degree pathway of best fit and successful employment after graduation.

Contact the Office of Career Services at any point for additional support and guidance: careerservices@blueridgectc.edu 304.260.4380 ext. 3335 www.BlueRidgeCTC.edu/CareerServices

Main Campus; Room 1300 13650 Apple Harvest Dr. Martinsburg, WV 25403

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MAP KEY

- Before College & During Your First Year
- By the Start of your Final Year
- → Directional Pathway

LEARN ABOUT YOURSELF AND HOW YOU RELATE TO WORK.

Take a free online Career Assessment and Interest Inventory.

- CWWV Online Assessment
- EMSI Career Coach
- Onet Online
- Take the WOWI

DEFINE YOUR VOCATIONAL GOAL BY FURTHER RESEARCHING THE ROLE:

- Job shadow professionals in your desired role
- Read online at Onetonline.org about the daily tasks, and required knowledge, skills and abilities

SELECT DEGREE PROGRAM

Attend classes, study your major and thus: Train for the industry and develop your skills, which will build and cultivate Your Professional Brand.

LEARN ABOUT THE INDUSTRY OF YOUR VOCATIONAL GOAL

- Growth projection
- Salary ranges
- Local availability

DEVELOP, IMPROVE, ENHANCE, CULTIVATE, AND GROW YOUR PROFESSIONAL BRAND THROUGH:

- Internships
- Informational Interviews
- Professional Organizations
- Student Clubs and Orgs
- Study Abroad
- Federal Work Study Student Jobs
- Volunteering
- Class Projects/ Capstone
- Mock Interviews

BEGIN DEVELOPING YOUR INDUSTRY-SPECIFIC RESUME AND RESEARCH COMPANIES:

- Create a list of your top ten employers for employment or internships
- Request and schedule information interviews
- Learn about what the recruiters in the HR office look for on a resume
- Find out if you know anyone who works for the companyworks for the company

FORMULATE A
NETWORKING PLAN
AND APPLY TO JOBS
ONLINE AND THROUGH
YOUR NETWORK.

STRATEGICALLY PREPARE AND CONTINUE TO DEVELOP YOUR JOB SEARCH DOCUMENTS.

Further design your Strategic Resume based on the Industry you are entering, employer's resume preferences, and the best resume format for your situation.

PREPARE FOR YOUR UPCOMING INTERVIEWS.

Prepare answers for technical questions and behavioral questions utilizing the STAR technique.

RECEIVE OFFERS OF EMPLOYMENT AND BEGIN WORKING IN YOUR DESIRED INDUSTRY!