Tips for Juniors: Looking Ahead

**Resumes**
- Gives an overview of who you are and what you have accomplished.
- Fully develop your resume, note areas where you may be lacking in experience, and make a point to fill in those gaps throughout the next year.
- Tailor it to each position you are applying for, so edit!
- Come to Career Services to have your resume critiqued.

**Cover Letters**
- Serves as an introduction to your resume.
- Many organizations will require you to submit a cover letter.
- Should reflect the position you are applying for.
- Should convey enthusiasm and a positive tone - make a good impression!
- Come to Career Services to have your cover letter critiqued.

**Interviewing**
- Employers and recruiters want to know you can communicate effectively and professionally.
- PRACTICE to improve your skills.
- Set up a practice interview with a Career Counselor to practice answering questions, learn more what employers are looking for, and hear tips for having a successful interview.

**Experiential Learning**
- Includes internships, undergraduate research, clinicals, and service learning programs.
- Can be paid, unpaid, or for credit.
- Important to gain experience and develop your professional network.
- Volunteer or join clubs on campus to gain experience.
- Stop in at Career Services to explore options for you to gain additional experience.

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**Thinking of employment after graduation?**

Mark your calendars for these events:

**Career EXPO**  
Wednesday, November 9  
Gorecki 204, CSB  
Starting at 9:40am  
Explore/learn about different companies and career areas through seminars, a career fair, and networking with alums.

**MN Private Colleges Job/Internship Fair**  
Feb 21-22, 2012  
Minneapolis Convention Center  
Speak with recruiters from different companies and apply for summer internships. Be prepared with your resume and cover letter!

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**Thinking of graduate school or volunteering?**

Ask yourself, “What do I want from a grad school or volunteering experience?”

- **Research programs.** Every program is different, so you will want to find ones that are consistent with your goals and that fit your interests and skills. Attend the Graduate School Fair or Volunteer Fair to talk with reps.

- **Get to know your professors.** Having a good relationship with your professors will come in handy when you need letters of recommendation or professional references.

- **Start preparing for grad school exams.** Most students take these exams in the fall of their senior year, so junior year is the perfect time to begin studying. The earlier you start, the more confident you’ll feel when you take them.