THE JOB SEARCH – STEPS TO SUCCESS

GET INVOLVED

- Campus activities – clubs, organizations, fraternities, sororities
- Volunteer
- Internships/Cooperative Education Opportunities
- Research projects
- Class projects/assignments/presentations
- Become a student member of professional organizations/affiliations

DEVELOP A PORTFOLIO – SHOWCASE YOUR ACCOMPLISHMENTS

- Honors/Awards/Scholarships
- Professional Development Opportunities – conferences/workshops attended
- Major accomplishments: research papers, class projects/presentations, performances
- Letters of recommendation/reference
- Leadership experiences

PREPARE YOUR RESUME

- Get feedback from faculty, Career Development Center staff, and supervisors
- Prepare cover letters

ATTEND CAREER & INTERNSHIP FAIRS

Career Expo	Fall semester (every other year)	Shippensburg University
Capital Region Internship Fair	Fall Semester	Penn State Harrisburg
CVC Teacher Fair	Fall Semester	Gettysburg College
CVC Career Fair	Every February	Gettysburg, PA
CPEC Fair	Every February	Camp Hill, PA
Education Job Fair	Every March	Shippensburg University
Govt/Human Services Fair	Spring semester	Shippensburg University
Teacher Recruitment Day	Spring semester	Millersville University

BE PROACTIVE IN YOUR JOB SEARCH

- **Start early** – don't wait until two weeks before graduation
- Network with faculty, friends, family, acquaintances – this includes alumni, fraternity/sorority members, past members of clubs and organizations
- **Always** follow up – send thank you's and remember to be professional at all times, with all correspondence
- Research **all** leads you may hear about through faculty, classmates, or others

USE ALL AVAILABLE JOB SEARCH RESOURCES

- Career Development Center
- Newspapers
- Faculty
- Networking – classmates, members of clubs/organizations, etc.
- Career Fairs
- Internet resources
- Professional organizations – review websites/publications