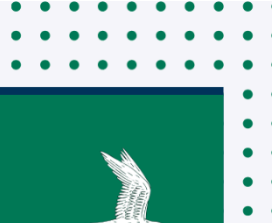


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# ALUMNI RESOURCES



**GULLS**  
**@WORK**

- Job Searching Tips
- Gulls@Work for Alumni
- Resumes and Cover Letters
- AI in your Job Search
- Upskilling Resources
- Job Search Checklist



**ONCE A GULL ALWAYS A GULL**

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## ONCE A GULL, ALWAYS A GULL

As an Endicott alum, we are here for you at every stage of your career. Whether you are just starting out, contemplating a change in direction, or looking to assist current Endicott students, we hope you will stay connected to the Career Center.

### SCHEDULE AN APPOINTMENT WITH US!

[Gulls@Work](#)

We are here to help,

**THE INTERNSHIP & CAREER CENTER TEAM**



# Job Search Tips & Material Development

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## GENERAL JOB SEARCH TIPS

### Identify your qualifying factors (i.e. location, salary, pivoting)

- Use self-assessments and industry research to target job functions, industries, and geographic locations that interest you.
- Analyze requirements. Read through the job descriptions and make a list of desired skills for your area of interest.

## TRACK YOUR PROGRESS

- Keep a [record](#) of contacts, email exchanges, and follow-up dates, with this spreadsheet.

## RESUME & COVER LETTER

- Compare your skills and experiences to employer requirements. Develop your resume to highlight items that best match the job description.
- Complete online profiles to promote your skills, work samples, and accomplishments.
- Employers often spend only 30 seconds scanning a resume, so building one that is a compelling depiction of your skills and experiences can help grab their attention. Follow these quick tips to build the perfect resume:
  - Use strong action words
  - Prove your skills with achievements
  - Quantify and use numbers
  - Keep it short
  - Be honest about your work
  - Proofread, proofread, proofread



## Networking Tips

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It's not what you know, it's who you know. Networking is one of the most important aspects of finding a job, especially for recent college graduates. Reach out to friends, family, and alumni to expand your professional network. Recent alumni from 1-2 years prior will provide timely job insight and are often the most excited to help and have current information regarding the interview and hiring process.

Remember that networking is not just about taking; it's also about giving and building genuine relationships. Be authentic, show interest in others, and be willing to help when you can. Networking is an ongoing process that can pay off throughout your career, so keep going even if results aren't immediate.

- Explore job boards for positions that match your interests and skills. Use [Gulls@Work](#) and [LinkedIn](#) for opportunities and mutual connections.
- Meet with people in your field, individuals in target companies, and hiring managers
- Join Endicott Networking Group on LinkedIn



**LinkedIn  
Must Haves**

[Click Here](#)



**LinkedIn  
Worksheet**

[Click Here](#)

# AI In Your Job Search

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(Adapted from UCI Division of Career Pathways)

ChatGPT and other generative AI can streamline job and internship search aspects. Like other tools, they work best if you know how to use them effectively and ethically.

Before you get started with ChatGPT in your job search, keep these general rules in mind:

1. **Avoid sharing confidential company information:** If you signed an NDA during your interview process, it's best to avoid pasting anything confidential or sensitive the company shares with you into ChatGPT, as OpenAI does sometimes collect and save data to improve its model.
2. **Add context:** "Conversation history matters," Huang said. "Certainly ChatGPT out the box comes up with a lot of information...but you can't always assume that it knows exactly what it is that you're talking about. And so your objective, if you want to have detailed and custom-to-your-experience conversations with ChatGPT, is to give it a bunch of information in the first message or first couple of messages." This can be anything from your background or working style to background on the company or role—the more details you provide, the better it can work in your favor. Remember that you can continue the conversation to get a more specific answer, and ChatGPT will learn as you go and build its answers off of everything you've said previously.
3. **Trust your gut:** Like any tech tool, ChatGPT has its flaws and may not always produce the right answer. If something seems off or you're uncomfortable following the chatbot's advice, it's best to lean on another source for a gut check, be it a friend, family member, mentor, or career coach.

Click the link below for best practices for using ChatGPT to prepare for a job interview and 35 ChatGPT prompts to prepare for your next job interview.



# Successful Interviewing

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What does an informed candidate look like? Here's a description, straight from Glassdoor:

- They are prepared for the interview and ask pertinent questions
- They demonstrate the right experience
- They are knowledgeable about the job role and the organization's culture and values
- They are prepared so that they have the right expectations about compensation
- They are engaged in their job search
- They are relevant as they present a customized resume or cover letter

## PRACTICE

- Develop your introduction and craft your responses to common interview questions.
- Utilize [biginterview](#) or contact us for a mock interview with someone in the Career Center.



# STAR METHOD

for

# INTERVIEWING

S	T	A	R
<b>Situation</b>	<b>Task</b>	<b>Action</b>	<b>Result</b>
			
What was the situation you faced?	What tasks were involved in that situation?	What actions did you take?	What were the results of those actions?

Use the STAR Method of answering interview question for clear, concrete, and concise answers that state what you did, how you did it, and what the results were!

 **ENDICOTT**  
COLLEGE



# UPSKILLING

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Upskilling is vital for career advancement and applies to various industries. Whether seeking a new job, career change, or growth in your current role, upskilling is the key.

Expanding your skill set enhances job performance, fosters career satisfaction, and impresses hiring managers, opening doors to leadership and promotions.

In today's challenging job market with layoffs and hiring freezes, prioritizing professional development is crucial. Upskilling prepares you to excel in evolving technologies and boosts your career prospects.

**Here are a few free resources:**

- LinkedIn Learning
- Coursera
- [Google Digital Garage](#)
- [Edx](#)
- [Udemy](#)



## CHECKLIST

Putting It All Together For Success

### PERSONAL BRAND

- |   |   |
|---|---|
| <input type="checkbox"/> Resume           | <input type="checkbox"/> Professional Portfolio |
| <input type="checkbox"/> Elevator Pitch   | <input type="checkbox"/> Professional Website   |
| <input type="checkbox"/> LinkedIn Profile |   |

### NETWORKING

- |  |   |
|--|---|
| <input type="checkbox"/> Your Network      | <input type="checkbox"/> Alumni               |
| <input type="checkbox"/> Recruiters        | <input type="checkbox"/> Target Companies     |
| <input type="checkbox"/> Job Fairs         | <input type="checkbox"/> Associations         |
| <input type="checkbox"/> Networking Groups | <input type="checkbox"/> Chambers of Commerce |

### JOB APPLICATION

- ☐ Resume/ Cover Letter
- ☐ Interview Prep
- ☐ Follow Up

