

How To Get a Job in 30 Minutes
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AGENDA

- What is Handshake & How To Filter During Handshake Job Search
- Marketing documents typical for a successful job search
- Elevator Pitches
- Social Media posts
- Networking Contacts
- Upskilling & Transferrable skills



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Career Services and Career





Handshake

1. **Filter – Filter – Filter**
2. **Uploading Docs**
3. **How to Apply**

Key Marketing Documents

- Resume
- Cover Letter
- LinkedIn Profile
- References
- Thank You Letter



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Your 30 Second Intro



Prepare & Practice Your Pitch

Hi! My name is _____ and I'm a (First or Second-Year/Junior/Senior/Graduate student) studying _____.

I'm interested in _____.

In my last internship/job/class project, I was able to gain experience in _____.

I know your company specializes in _____.

I would be very interested in hearing more about _____.

Social Media User Beware



tumblr

Social Media gone bad.....

- Posting inappropriate photos
- Posting inappropriate comments - ie. trash talking, cursing
- Bad grammar/communication skills
- Posting unprofessional plans
- Posting lies
- Appearing argumentative, confrontational, easily



Networking.....

the exchange of information or services among individuals...specifically the cultivation of productive relationships for

ESS



Who Do You Know???

Starter Question: *What do you love to do?*

- [LinkedIn Alumni Network & Dons Helping Dons](#)
- Other students on Handshake
- Professional Organizations according to major/industry/occupation ([What Can I do with this Major](#) has great resources at the bottom of individual major pages)
- Professors
- Mentors
- Previous coworkers
- Student Clubs

Career Services is Still Here


- Make appointments on [Handshake](#)
- Come to [virtual Office Hours](#)
- Access the [Career Guide](#) and [Big Interview](#)
- Get [COVID-19 hiring updates](#)
- **Alumni Panel – Tuesday, 4/28, 5.30-6.30pm**
Graduating in May? You have access to as many appointments as you need for a year after graduation



Take Care and Be Well

- [Gleeson wellness resources](#)
- [University Ministry resources](#)
 - [CAPS resources](#)



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Thank You!!!

