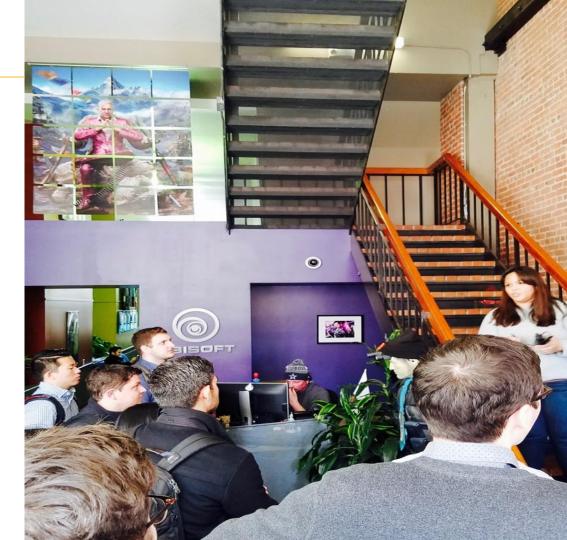
How To Get a Job in 30 Minutes Kristen Dittus (she/her), Career Counselor

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 UNIVERSITY OF SAN FRANCISCO CHANGE THE WORLD FROM HERE





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



Key Marketing Documents

- <u>Resume</u>
- <u>Cover Letter</u>
- LinkedIn

Profile

• <u>References</u>







Your 30 Second Intro





Prepare & Practice Your Pitch

and I'm a (First or Hi! My name is 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 UNIVERSITY OF SAN FRANCISCO more about

Social Media User Beware









Social Media gone bad.....

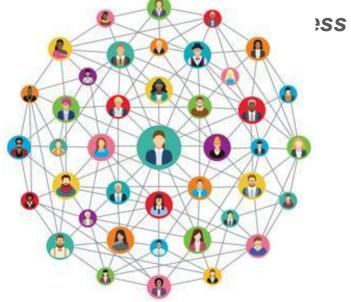
- Posting inappropriate photos
- Posting inappropriate comments ie. trash talking, cursing
- Bad grammar/communication skills
- Posting unprofessional plans
- Posting lies
- Appearing argumentative, confrontational, easily



Networking.....

the exchange of information or services among individuals...specifically

the cultivation of productive relationships for



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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 (<u>What Can I do with this Major</u> has great resources at the bottom of individual major pages)
- Professors
- Mentors
- Previous coworkers
- Student Clubs



Career Services is Still Here

- Make appointments on <u>Handshake</u>
- Come to <u>virtual Office Hours</u>
- Access the <u>Career Guide</u> and <u>Big Interview</u>
- Get <u>COVID-19 hiring updates</u>
- AGraduation May 2 Set by 4/28, 53, 50 630 parts
 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!!!