

Senior Year – Planning to Get From Here to There

Keystone Promise Step 9:

Update your Resume and Cover Letter

- By senior year, you have had many experiences that have helped you grow as a student and future professional. Be sure to update your resume with any internship/experiential learning opportunities, work experience, extracurricular activities, community service, etc. Have your resume and cover letter reviewed and approved by the CDC and saved in your career file.
 - Please note: When applying for jobs, you must tailor your resume and cover letter to fit the needs of each position.

Keystone Promise Step 10:

Conduct a Job Search

- All students should begin their job search during their senior year of college. Although there are many resources for conducting a job search, the most effective searches involve an organized plan for success. During an appointment with a career counselor you will learn the best techniques for a successful job search, as well obtain information directly related to your field.
 - Finding a job is a full time job – Job hunting is always a challenge, but in a weak economy it can be especially frustrating. Do not get discouraged. Understand that your hard work *will* pay off, but *you* are the number one factor in securing full time employment. If you put in the time, you will get the results you are looking for.

Keystone Promise Step 11:

Complete a Practice Interview

- Effective interviewing techniques are a key component in securing a job. With increasing competition in the job market, it is imperative that every senior practices interviewing before graduation.
 - Mock Interview – A mock interview is just that; a *practice* interview with a career counselor who will treat it like a real one. The counselor will make note of everything from your style of dress, professionalism, handling of questions, etc. After the interview is complete, he/she will explain all of the ways you excel and the ways you can improve. This is one of the best possible ways to prepare for a real interview.

