

## 10 TIPS FOR SUMMER CAREER DEVELOPMENT- Tip Sheet

Summer break may provide a fantastic opportunity to invest time in your career development. Please consider the following suggestions from the [Center for Student Success \(CSS\)](#).

### 1. Meet with Your Success Coach

Need assistance with any of the tips listed below? The CSS staff will be available all summer to assist you. Please contact your Success Coach to schedule a virtual or in-person meeting. We are here to help!

### 2. Update Your Resume

Opportunities for part-time, internship or full-time positions can sometimes present themselves at unexpected times, so it is important to keep your resume updated and employer-ready. The summer is a great time to update your resume with any new work experiences, skills, academic projects, campus or community involvement gained during the fall and spring semesters. Refer to the CSS [Resume Writing Resources](#) for helpful suggestions and samples.

### 3. Create or Update Your LinkedIn Profile

LinkedIn is one of the largest professional networking sites. Create/update your LinkedIn profile and connect with alumni and professionals in your field of interest. The [Maximizing Your LinkedIn Profile Tip Sheet](#) provides information and suggestions.

### 4. Learn & Practice Interview Skills

Utilize the video and written curriculum in [Big Interview](#) to learn about typical interview questions and strategies. The online system also includes a mock interview practice and recording tool to help improve your interview technique and build your confidence. Try out the new AI Feedback feature to receive immediate feedback on your interview answers and delivery.

### 5. Research Career Information & Options

Summer can also be a good time to think about how you want to apply what you have learned in your classes to specific professions, organizations or industries. [Firsthand](#), a comprehensive online career resource, includes industry and profession overviews; rankings and profiles for employers and internship programs; a job and internship database; career articles, blogs and videos; sample resumes and cover letters; and over 100 career guides.

### 6. Conduct an Informational Interview

Whether you are just beginning your college experience or are nearing graduation, networking is extremely beneficial. Talking with professionals in your field of interest is a great way to learn more about a specific occupation, field or industry and to gain advice about internship and job searching. The [Informational Interviewing Tip Sheet](#) provides tips and sample questions.

### 7. Gain Experience

Summer and part-time jobs provide an opportunity to earn money but also to gain transferable skills such as customer service, communication, problem-solving, etc. Internships and practicums provide an opportunity to gain experience related to your field, one of the top attributes employers seek when reviewing candidates for full-time positions. Utilize [Handshake](#), administered through the [Career and Professional Development Center](#), and [Firsthand](#) to search for opportunities. Employers may be searching Handshake and LinkedIn for a candidate with your skills, so remember to update your profiles and resume often. Volunteering is also a great option to learn about career fields, develop networking contacts and gain experience.

### 8. Read about Trends in Your Career Field/Industry

Learning about your field/industry of interest can help you refine your career goals, develop questions for informational interviews and gain confidence for networking opportunities and interviews. Many professional associations provide access to field-specific publications as well as opportunities for student membership. Refer to the [Career Resource Guide](#) for your major for ideas or ask your faculty or Success Coach for recommendations. Make it a goal to read one career-related article per week!

### 9. Learn a New Skill

When reading job postings, focus on what skills are in demand. Pay attention to phrases such as “Experience with... preferred” or “Knowledge of... a plus.” Summer may be a great time to learn a new skill that will set you apart from other candidates.

### 10. Have Fun & Explore

Enjoy the summer months, explore your career goals/options and get inspired!