



Resources to help you get the career you want...

University: Center for Career and Professional Development

College of Business: Office of Career and Global Engagement

Preparing for a successful career means building your resume and career readiness skills through courses and activities beyond the class including work (e.g., internships) and extracurricular activities such as club involvement and leadership. It also means preparing to interview well. Most importantly, you should get to know companies and individuals in the industry and companies of most interest (aka networking). The positioning for the most competitive jobs begins as early as your freshman year. The purpose of this class is to expose you to these resources that can help you be the most competitive job candidate and encourage you to engage with them.

The [Center for Career and Professional Development](#) offers unique services, such as career workshops, on-campus interviewing, experiential learning opportunities (co-op program and internship programs), and others. Watch this Instagram video on how to schedule an appointment.

<https://www.instagram.com/reel/CouparIPlru/?igshid=MDJmNzVkMjY%3D>

The [Office of Career and Global Engagement](#) helps business students through events, mentoring and networking. Engage in three ways:

- Visit their office which is co-located with the Pre-Business Advising Center in Chandler Burns Hall (look for the inflatable tiger)
- Visit their daily events in the C-Suite across from Le Madeleine
- Read their weekly email, usually Monday morning from Lisa Bundrick

Business JobLink assignments are due before 11:59 PM the night before your class. See assignments for details.

There will be a 10-point on-line quiz that is due before 11:59PM after class. Complete the following worksheet as your preparation. Testable items are bolded.

1. Learn about the Career Center. Click on <https://career.clemson.edu/appointments-and-drop-in-schedules/>

What are the three main ways to meet with a Career Counselor?

1. _____
2. _____
3. _____

Note convenient location for business school students.

2. Learn about the Office of Career and Global Engagement. Click on: <https://www.clemson.edu/business/students/career-global-engagement/index.html>

What are the five services provided?

1. _____



2. _____
3. _____
4. _____
5. _____

Now that you know the resources that can help you get the career you want, we will turn our attention to getting you ready to meet prospective employers at the Business Day of the Career Fair—September 25th Noon to 4PM. Put this on your calendar. (If you have a class conflict that day you can attend other days).

Look at your first (possibly) career fair as an opportunity to observe and to ask questions that will help you plan to become a competitive intern candidate when you get into your business major. Most BUS 1010 students do not have the level of core business classes and/or other work experience to be a competitive job candidate beyond their personal network; however, there are reasons you should still attend a career fair now:

- Learning what companies are interested in business majors.
- Asking about the ideal characteristics of a competitive intern for companies that interest you. Going now will give you time to develop those characteristics.
- Developing your brand with recruiters. They often come back each semester. Just like networking, knowing someone matters.
- Cultivating your interviewing and networking skills. Research companies, prepare questions, learn how to answer questions effectively. Collect business cards; follow up with an email thanking them for taking the time. Pro tip: A handwritten note is even better. Get free thank you notes from the C-Suite!

3. Click on [How to Get the Most Out of Job Fairs](#).

What are the benefits of attending a job fair?

1. _____
2. _____
3. _____
4. _____

How do you prepare for a job fair?

1. _____
2. _____
3. _____
4. _____
5. _____



6. _____
7. _____
8. _____
4. An [elevator pitch](#) (See Interviews tab) is a quick and effective way to communicate who you are, what you do and why it matters to capture a listener's interest and laying the groundwork for further conversation. You can use elevator pitches in networking, as a basic introduction and/or anytime someone asks what you do or who are you. While not an elevator pitch, below is a great conversation starter for the career fair.
- Hello, I am <first name> <last name>. I am in the Pre-Business program. I am thinking of majoring in X. I am here to learn how to prepare myself for internships. Can you tell me how to engage with your recruiting cycle and what knowledge, skills and abilities make the ideal candidate?**
5. While visiting the Career Fair is not necessarily an interview, you might get invited for one based on your interactions. Recommendation: Do Mock Interviews. **Why should you do Mock Interviews?**
- Practice: Gain experience in answering common interview questions and presenting yourself professionally.
 - Feedback: Obtain constructive feedback on your answers, body language and overall presentation.
 - Confidence: Build confidence and reduce anxiety about actual interviews.
6. **What sources are available for virtual mock interviews?**
- SparkHire. Email businessengage@clermson.edu to request access.
 - [Business JobLink](#) → Business Generic Interview
 - [Clemson JobLink](#)

Recommendation: Check the Interviews tab [here](#).

7. **Quizzable question from slides. What is the STAR Interview model?**

1. _____
2. _____
3. _____
4. _____

8. Click on this resume writing packet: https://cdn.uconnectlabs.com/wp-content/uploads/sites/503/2024/07/Resume_Writing_Packet_ADA.pdf.
- **Should you have master resume?**

 - **How long should your resume be?**



- What does the packet say about using templates?
- How should you tailor your resume for a position?
- What do you not include in a resume? (Hint: Found in two separate sections)
- What are your takeaways from the Skills recommendation?
- Recommendation: Complete the Transferable Skills page. Where might you set goals for improvement?

See [example resumes](#) for each major under the Resume and Cover Letter tab.

Recommendation: Go to a resume review before the Career Fair. You can find resume reviews by reading the Monday morning email from Lisa Bundrick, by following @clemsonbusinessengage and/or @clemsonccpd.

9. [The Importance Of Internships And The Invaluable Relationships They Bring](#). List the reasons:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____



11. _____

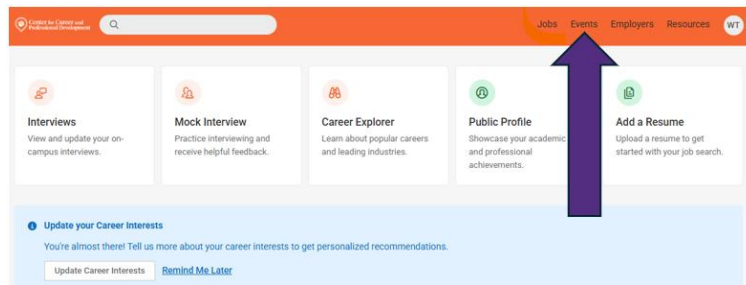
10. Click on https://career.sites.clemson.edu/internship_programs/. Click on CCPD PROGRAMS then click on each tab.

In addition to Cooperative Education, what are the three categories of internship programs? Click on each to review more details.

1. _____
2. _____
3. _____
4. The Career Center also offers a path towards micro-internships:
<https://career.clemson.edu/resources/parker-dewey-micro-internships/>

Complete the BusinessJoblink Assignment before continuing.

11. Click here: <https://www.clemson.edu/business/students/career-global-engagement/students/career-engagement/career-resources.html>. There are six tabs:
- a. Recommendation: Under Internship and Job Search Resources click on and sign up for CareerShift. CareerShift is a crawler that combines job postings across multiple job boards. While BusinessJobLink helps you interview with companies recruiting Clemson students, CareerShift helps you find opportunities everywhere else.
 - b. Here is [how to set up Alerts in LinkedIn](#)
 - c. Recommendation: Click on “Path to Landing an Internship.” While many of these steps are part of BUS 1010 others you will need to do on your own.
 - i. **Summarize this path into the main points.**
12. **THIS IS YOUR SKILLS TEST FOR THE QUIZ.** You will be most productive with your time at the Career Fair if you know who you want to meet before going. Practice by finding companies and events that interest you. Open this link: <https://career.sites.clemson.edu/clemsonjoblink/> (or Search for Clemson JobLink)
- Click the dropdown menu and select “Current Student.”
- Current Students & First-Year Alumni**
- Use your Clemson credentials to log in.
- Login to JobLink using your Clemson Login credentials.
 - Select the “Events” tab from the top right portion of the screen.



- Scroll down until you see “Fall Career Fair 2025” and click. Recommendation: Notice other events that may be of interest.



- Click the “Employers” tab to see a comprehensive list of all employers that will be in attendance!



- If you are looking for if a specific company will be in attendance, use the “Search by Keyword”, or if you are looking for a company that fits your preferences, majors, location, etc., use the “More Filters” feature to refine your search! (This will be your skills test on the quiz; practice by locating five companies you want to meet.) Here are filters to consider. **Keep in mind not all companies have signed up. Do not use too many filters for your practice or you will get an empty set.**
 - Filter by your intended major
 - Filter “Degree Levels Recruited” → Bachelors.
 - Select a Day that you plan on attending.
 - Scan Industry for types of business of interest.
- To sign up, click the “Attend” button on the right!



Practice:

- Keyword Search: Type "BMW". You will see that BMW will attend on September 23rd and will be looking for all majors as well as full-time jobs and internships.
- See the "About" section. How is BMW securing BMWs manufacturing excellence? Answer: by attracting the best of the best.
- Click on the star if you want to plan out your visit.
- Back to the Employers tab. Use more Filters practice based on your own interests.

13. Slide Quiz Question: What are the five levels of Business Attire?

1. _____
2. _____
3. _____
4. _____
5. _____