

## Category 1: INTERVIEWING

### Slide 1:

You've got a big interview tomorrow! It's always exciting to have the opportunity to interview for a position you're passionate about, but also nerve wracking! How confident do you feel in your interview skills?

Super good! I was born to be interviewed!

It's been a while (or never), I'm not sure what to expect

- No worries! The Career Center has you covered! Big Interview is a website that allows you to walk through interview scenarios to get some practice before the big day! Simply log in with your Campus Connect credentials and you're good to go!
  - <https://depaul.biginterview.com/>

### Slide 2:

When in an interview, it's a good idea to practice the types of questions the interviewer may ask! Have you prepared your answers to sample questions at all?

Yes! I've been practicing my answers all night!

No... I have no idea what they're going to ask!

- Nothing wrong with that! Walking into an interview can feel like walking into a battle unarmed. Check out this page from the career library to learn about the types of questions they may ask!
- <https://resources.depaul.edu/career-center/services-resources/Documents/DePaulCC-6-InterviewBasics.pdf>
- <https://resources.depaul.edu/career-center/services-resources/Documents/DePaulCC-P2.8-CommonInterviewQuestions.pdf>
- <https://resources.depaul.edu/career-center/resumes-interviews/interviews/Pages/sample-interview-questions.aspx>

### Slide 2:

Preparing your outfit the night before also helps you feel a bit more confident for the interview! Do you know what you're wearing?

I've had my outfit ready for days!

I'm still not sure. Is a t-shirt and jeans okay?

- Depending on the position, the dress code for interviews may vary! Check out this career library page to lock in how you should dress for the interview.
  - <https://resources.depaul.edu/career-center/services-resources/Documents/DePaulCC-43-DressForSuccess.pdf>

- If you find that you don't have the right pieces for your outfit, check out the Career Closet! It's a collection of business casual - professional clothing that you can use completely free!
- <https://resources.depaul.edu/career-center/services-resources/Pages/career-closet.aspx>

### Slide 3:

It's time for the interview! It's great to introduce yourself with an elevator pitch so they know a bit more about you! Do you have one ready?

I've got the notecard in front of me now!

I thought those were just for the elevator...

- All good! We have a career library page for that as well! Check this out to prep your elevator pitch!
- <https://resources.depaul.edu/career-center/services-resources/Pages/career-closet.aspx>

### Slide 4:

The interview is going great but it's still feeling a little stiff. Do you have questions prepared to ask the interviewer as well?

I always prepare two questions to ask in advance and I keep mental notes of questions I have throughout the interview!

No. Why would I ask them questions if they're interviewing ME?

- A great way to make an impression on an employer and appear confident is to ask questions throughout the interview! This shows your interest and research into the company. Check out this career center page to see how you can prepare good questions for an interview!
- <https://resources.depaul.edu/career-center/services-resources/Documents/DePaulCC-8-GreatInterviewQuestions.pdf>

### Slide 5:

Congratulations on finishing the interview! I feel pretty good about that and I hope you do too! If you'd like to review more interview resources, check out the Interviews page of the Career Center website!

<https://resources.depaul.edu/career-center/resumes-interviews/interviews/Pages/default.aspx>

Category 2: Resumes

### Slide 1:

It's internship season! That means it's time to dust off that resume and start applying! Is your resume ready to go? Check out this [Resume Self-Assessment](#) to see how you stack up! Starting off, how's your resume structure?

Looking great! It's got the foundation of the leaning tower of pisa.

I just let the template do the structure for me... I'm not sure why there is a certain order

- While there is some variety in resume structure depending on your experiences and job field, resume structure in the US focuses a lot on readability and keeping relevant information together. Check out these pages from the career library to learn more about the structure of your resume!
  - <https://resources.depaul.edu/career-center/services-resources/Documents/DePaulCC-2-ResumeDesignTips.pdf>
  - <https://resources.depaul.edu/career-center/services-resources/Documents/DePaulCC-1-ResumeBasics.pdf>
- If you're not sure how to get your resume looking like this, the **Business and Entrepreneurship** career community offers a few resume templates that can help you see how your information could be formatted!
  - <https://resources.depaul.edu/career-center/resumes-interviews/Documents/Finance%20%20Resume%20Template.pdf>
  - <https://resources.depaul.edu/career-center/career-advising/communities/business-entrepreneurship-consulting/Pages/default.aspx>

## Slide 2:

Now that we've got the formatting down, it's time to specialize the content! Have you looked at the job description to connect your experiences and skills to the qualifications outlined by the hiring manager?

Yep! My accomplishment statements are ready and ultra-specialized!

What is an accomplishment statement??

- Specializing your resume with accomplishment statements is a great way to show an employer how you're the most qualified applicant for the position! This is done by talking about the skills they mention in the job description in your resume! Check out these career library pages about writing accomplishment statements and tailoring your resume!
  - <https://resources.depaul.edu/career-center/services-resources/Documents/DePaulCC-3-TailoringYourResume.pdf>
  - <https://resources.depaul.edu/career-center/services-resources/Documents/DePaulCC-26-LeveragingATS.pdf>
  - <https://resources.depaul.edu/career-center/services-resources/Documents/DePaulCC-P2.1-FirstYearResume.pdf>
- If you have a position you want to apply for and you'd like another set of eyes on your resume, consider sending in your resume to our async resume review form! If you link the job that you are planning to apply for, our peer career coaches can help you find ways to connect your experiences to the job you're applying for!

- [https://docs.google.com/forms/d/e/1FAIpQLSfLjxyo6Cfvqxe7d3ffOpisgQu4U6VHV1-u\\_XdN\\_OHZF4eNMw/viewform](https://docs.google.com/forms/d/e/1FAIpQLSfLjxyo6Cfvqxe7d3ffOpisgQu4U6VHV1-u_XdN_OHZF4eNMw/viewform)

### Slide 3:

After tailoring our experiences with some spot on accomplishment statements, it's good to add some *sprinkles* with a skills section and a technology section! But we want to make sure that our skills section is more focused on hard skills rather than soft skills. Do you know the difference between hard and soft skills?

Absolutely! My skills section is curated to perfection.

Soft skills? Hard skills? What is this? Goldilocks?

- I thought the same thing when I got my resume reviewed for the first time! It's important to show Soft Skills by explaining the context in which you used them. That means they're better fit for our accomplishment statements. Hard skills are better for the skills section because they are specific and visualizable for the hiring manager looking at your resume! Check out this career library page about the different types of skills!
  - <https://resources.depaul.edu/career-center/services-resources/Documents/DePaulCC-31-IdentifyYourSkills.pdf>
  - <https://resources.depaul.edu/career-center/services-resources/Documents/DePaulCC-32-HighlightYourSoftSkills.pdf>
  - <https://resources.depaul.edu/career-center/services-resources/Documents/DePaulCC-33-ShowcaseYourSkills.pdf>

### Slide 4:

Now that we've got the basics of our Resume done, we should get a second set of eyes on it! We want our resume to be understandable by the hiring manager so having someone other than you read through it is a great way to realize things that are clear to you may not be to other people! Have you had your resume reviewed recently?

Yes! I scheduled an appointment on Handshake and it was so fun!

I haven't had a resume review at the Career Center yet, what are my options?

- There are SO MANY OPTIONS for a resume review at the career center! No matter what your schedule is, we've got a resume review option for you. This page outlines all of our various options for resume reviews!
  - <https://resources.depaul.edu/career-center/career-advising/Pages/drop-in-coaching.aspx>
  - Schedule an appointment with a career advisor/ambassador through Handshake online on your own or in-person at the career center
    - Better for more field specific questions! If you're in Education, you'll want to schedule with our Education, Human Services, and Government advisor/ambassador to get your C.V. checked out!

- <https://depaul.joinhandshake.com/stu/appointments/new>
- Drop-in at either LPC or the Loop to get an on the spot appointment (depending on staff availability)
- Stop by Resumes on the Run to receive on the spot resume help (times change every quarter so check the link to see what the current schedule is!)
- Async Submissions give you video feedback from one of our peer career coaches
  - Better for general resume guidance
  - [https://docs.google.com/forms/d/e/1FAIpQLSfLjxyo6Cfvqxe7d3ffOpisgQu4U6VHV1-u\\_XdN\\_OHZF4eNMw/viewform](https://docs.google.com/forms/d/e/1FAIpQLSfLjxyo6Cfvqxe7d3ffOpisgQu4U6VHV1-u_XdN_OHZF4eNMw/viewform)

### Slide 5:

Well it looks like you're resume ready to me! It's a good idea to get your resume reviewed at least once a year or whenever you feel like you've got a lot of new experiences to add! Check out this page of the career center's website to check out all of our resume information:

- <https://resources.depaul.edu/career-center/resumes-interviews/Pages/resumes.aspx>

## Category 3: Job Search

### Slide 1:

We all need a job eventually. So we'll all have to search for a job eventually. But how do we properly search for a job when there's literally MILLIONS of them? Especially when you submit your resume for so many jobs and never seem to get an interview.

Let's start with the basics! As a college student, Handshake is going to be the best place to start when looking for job listening targeted towards college students. Have you made a handshake profile yet?

\*NOTE\* International students cannot work off campus without Curricular Practical Training (CPT). Read through this pdf to learn more:

[https://offices.depaul.edu/global-engagement/Documents/CPT\\_Tutorial\\_2023.07.2023.pdf](https://offices.depaul.edu/global-engagement/Documents/CPT_Tutorial_2023.07.2023.pdf)

Yes I have! It's so nice to find new internship opportunities!

I have literally zero idea what you're saying right now.

- Fear not! Handshake is super easy to use and all you need is your DePaul email! These career library resources and video are great tools to beginning your Handshake journey!

- <https://resources.depaul.edu/career-center/services-resources/Documents/DePaulCC-25-GetHiredonHandshake.pdf>
- PUT HANDSHAKE HOW TO PDF
- HANDSHAKE HOW TO VIDEO

## Slide 2:

With Handshake, we can explore a ton of job options! But it can be hard to narrow them down with our major, school year, and GPA alone. Having a concrete list of potential job titles and a way of organizing our job search is a super useful tool! Have you figured out what job titles you're looking for?

I've got ten job titles that I've been looking at job postings for! Check out my excel spreadsheet! I was planning on searching my major and hoping for the best.

- That's one way to start! But having a more organized approach can help not only alleviate the stress that comes with searching for a job, it can also make the search faster and simpler since you know exactly what you're looking for! Check out these career library documents for organizing your job search!
  - <https://resources.depaul.edu/career-center/services-resources/Documents/DePaulCC-23-OrganizingJobInternship.pdf>
  - <https://resources.depaul.edu/career-center/services-resources/Documents/DePaulCC-P2.5-EmployerTargetList.pdf>
- For those looking for Remote work specifically, check out this Career Library page about organizing your search for that format!
  - <https://resources.depaul.edu/career-center/services-resources/Documents/DePaulCC-3-RemoteCareerOptions.pdf>

## Slide 3:

Now that we've got our intentions set for this job, let's go and get it! Alongside Handshake, you've got a ton of Career Tools that can help you in your job search such as a clean LinkedIn Profile and a prepared Elevator Pitch! Is your Career Toolkit prepped and ready to go?

Run down this checklist to see what you should have prepped in your Toolkit!

<https://resources.depaul.edu/career-center/services-resources/Documents/DePaulCC-29-YourCareerToolkit.pdf>

Oh yeah. I've been sharpening my Career Tools all week!

Well... I made a handshake profile... Not sure what a Toolkit involves.

- All good! We've got pages in the Career Library for every one of those checkboxes! Here are a few examples of pdfs that can be helpful in developing your Career Toolkit
  - <https://resources.depaul.edu/career-center/services-resources/Documents/DePaulCC-21-ElevatorPitch.pdf>

- <https://resources.depaul.edu/career-center/services-resources/Documents/DePaulCC-17-LinkedInBasics.pdf>
- You can also see different career toolkit events on the Events tab and Career Center tabs of Handshake!

#### Slide 4:

As a job search continues to be a search rather than a success, it's very easy to get stressed and worry if you will ever find a position. This feeling is absolutely normal! Especially in an economy that doesn't allow much room for error. Is your job search leaving you drained?

Nope! I'm chugging along and staying strong!

Yes! I have no idea why I can't get an interview and I'm scared I'll never get a job!

- Not being able to land a job is such a stressful situation! Especially if you're a college student who needs the financial support from a paid position or the experience from an unpaid position so you can eventually get a paid position! Start off by reading through this career library pdf about managing the stress of the job search
  - <https://resources.depaul.edu/career-center/services-resources/Documents/DePaulCC-P2.3-ManageJobSearchStress.pdf>
- You can also meet with a Career Advisor! They will be your best resource for navigating the job search within your chosen field. They can help connect you with DePaul Alumni who are working the job you want or help you specialize a resume/cover letter for your field as well!
  - <https://depaul.joinhandshake.com/stu/appointments/new>
  - HANDSHAKE APPOINTMENT VIDEO

#### Slide 5:

Hopefully now you feel more prepared in your job search! The job search is always a tumultuous process but with these tools in your box, you'll have job offers flooding your inbox soon enough!

Check out the career library for more Job Search resources!

- <https://resources.depaul.edu/career-center/services-resources/Pages/career-library.aspx>
- <https://resources.depaul.edu/career-center/services-resources/Documents/DePaulCC-P2.7-ResearchCareers.pdf>

#### Category 4: EXPLORATION

##### Slide 1:

When trying to figure out what path is best for us, the possibilities can be paralyzing! How am I supposed to choose a single job/education path when there is so much to choose from?

A good place to start is figuring out what you're looking for in a future career path. Have you reflected on your Values, Interests, Personality, and Skills in relation to job exploration before?

Yep! I re-evaluate my VIPS every few months to see if my current path is the right one for me! I mean, I've thought about what would be cool but I haven't sat down and labeled these out before...

- When starting any exploration, it's important to think about what you're looking for in this process! That way you'll know the right fit when you see it! Check out this self-assessment page from the Career Library to get started
  - <https://resources.depaul.edu/career-center/services-resources/Documents/DePaulCC-35-SelfAssessment.pdf>
  - <https://resources.depaul.edu/career-center/services-resources/Documents/DePaulCC-22-PersonalIdentity.pdf>

## **Slide 2:**

Alongside your personal values and goals with your exploration, it's important to know how this plays into a professional environment. This idea is represented by your personal brand! It's how you present yourself as a professional that draws upon your VIPS.

Have you begun your personal brand development at all?

Oh yeah. If you heard my brand statement, you'd DEFINITELY want to hire me! I just learned my values. What makes you think I know what a brand statement is?!

- Okay yeah, that makes sense. Who thinks about making a brand statement until someone else tells them that they should be? Thankfully, we've got a career library page dedicated to defining your personal brand and how to integrate it into your exploration!
  - <https://resources.depaul.edu/career-center/services-resources/Documents/DePaulCC-20-PersonalBrandIntro.pdf>
  - <https://resources.depaul.edu/career-center/services-resources/Documents/DePaulCC-22-PersonalIdentity.pdf>

## **Slide 3:**

Now that we've got our goals in line, it's time to start making some action steps to see what different paths could fit well for us! Do you know what DePaul resources can help you explore these different options?

Oh yeah! I'm literally so involved with campus organizations that I might make that my job! I haven't gotten too into events in general...



- On-Campus events like the Career Fair are great ways to explore different options for your future career! You can see the upcoming Career Center events (including Fairs) in the Career Center tab of Handshake to see what upcoming fairs the Career Center is hosting!
  - <https://depaul.joinhandshake.com/stu/schools/17>
- You should also consider joining a professional group! These organizations like DePaul Women in Business are great ways to connect with new people and learn more about different career fields! You can search student organizations using this website!
  - [https://dehub.depaul.edu/club\\_signup](https://dehub.depaul.edu/club_signup)
- Read up on professional organizations specifically with this career center page
  - <https://resources.depaul.edu/career-center/services-resources/Documents/DePaulCC-19-ProfessionalAssociations.pdf>

#### Slide 4:

We've laid the groundwork for our career exploration! Now what we need to do is build a career path to start moving towards our career goals! Use this career library resource to continue your search!

<https://resources.depaul.edu/career-center/services-resources/Documents/DePaulCC-34-CareerExploration.pdf>

You can also make an appointment with a Career Advisor to learn more about different fields (or meet with our Exploration Advisor, Ed Childs, to see what different paths would work right for you!)

<https://depaul.joinhandshake.com/stu/appointments/new>

### Category 5: Networking

#### Slide 1

Everyone always talks about networking and you want in on it! But where to even start? Do you have a place where you look for Networking events?

Yep! I've got a few sites I check once a week to see upcoming events!

How am I supposed to find events if I don't know anyone?

- To find events near you, check out the **Events** tab of Handshake!
  - <https://depaul.joinhandshake.com/stu/events?collection=ALL&eventFormat=HYBRID&sort=RELEVANCE&date=ALL>

#### Slide 2:

Now that we've got some events lined up, we got to prepare our linkedin profile for anyone we may meet! Have you updated your profile recently?

I'm putting this experience on Linkedin right now!

Well I made an account in high school...

- Now is the perfect time to get your Linkedin Profile running! It's a great resource for your professional connections to see how your personality shines through! Check out this document for info on starting your profile:
  - <https://resources.depaul.edu/career-center/services-resources/Documents/DePaulCC-17-LinkedInBasics.pdf>
  - <https://resources.depaul.edu/career-center/services-resources/Documents/DePaulCC-16-SocialMedia.pdf>

### **Slide 3:**

When we go into this event, it's good to have an elevator pitch ready when you introduce yourself to people. This gives them a chance to get to know you, your goals, and what sets you apart from others in your field. How's your elevator pitch going?

I've been in elevators all day practicing!

I usually take the stairs so it's not quite ready

- An elevator pitch is a great way to not only prepare how to describe yourself to others, but also to understand what you're looking for and recognize the skills and experiences that set you apart! Check out this career library resource to get started:
  - <https://resources.depaul.edu/career-center/services-resources/Documents/DePaulCC-21-ElevatorPitch.pdf>

### **Slide 4:**

Now that you've got the foundation laid, it's time to get this networking started! Just remember, everyone you talk to is still a person! When I get nervous, I imagine the person I'm talking to stepping in a puddle and having a wet sock or accidentally getting mustard on their shirt while eating a sandwich. It reminds me that we're all just people trying to do our best everyday.

If you'd like to have your linkedin profile reviewed or test out your elevator pitch, consider making an appointment with a career advisor in your field!

- <https://depaul.joinhandshake.com/stu/appointments>

### **Category: Job Fairs**

#### **Slide 1:**

Every quarter, depaul's career center offers a job fair! Let's make sure we're ready to attend and connect with some employers!

To start off, we should figure out when and where the fair is taking place, have you checked the Career Center Handshake yet?

Yep! I've got the date and time marked in my calendar.

Not too sure where to go for that information...

Don't worry! You can access the career center's page on Handshake right here:

<https://depaul.joinhandshake.com/stu/schools/17>

On this page, you can see where and when upcoming career fairs will be taking place along with looking through the types of employers who will be attending! You'll want to look through in advance to see which employers you want to talk to during the event!

## **Slide 2:**

Before we attend the career fair, we should probably have our resume ready to go! Usually, it's a good idea to have some copies of your resume printed out to hand to the employers you connect with at the fair! Have you gotten a recent review of your resume?

I met with a career advisor last week and I'm all set!

I have a high school resume, does that count?

It absolutely counts! But it may be a good idea to get your resume reviewed to make sure it's updated and ready to be handed out.

Check out this career center page for general Resume info:

<https://resources.depaul.edu/career-center/resumes-interviews/Pages/resumes.aspx>

Get your resume reviewed by scheduling an appointment with a career advisor or through one of our drop in/async options:

<https://depaul.joinhandshake.com/stu/appointments>

<https://resources.depaul.edu/career-center/career-advising/Pages/drop-in-coaching.aspx>

## **Slide 3:**

With our new resume, we should prepare our introduction to employers to use when we talk to them! This introduction is often called an elevator pitch. Have you prepared an elevator pitch before?

Oh yeah! I practiced in the mirror a few times!

There aren't any elevators in my building...

Fear not! The career library at DePaul's career center offers some super helpful tips on creating your elevator pitch! Check out these pdfs from our Career Library to learn more about crafting your perfect pitch:

<https://resources.depaul.edu/career-center/services-resources/Documents/DePaulCC-21-ElevatorPitch.pdf>

<https://resources.depaul.edu/career-center/services-resources/Documents/DePaulCC-22-PersonalIdentity.pdf>

#### **Slide 4:**

The night before the fair, it's also a good idea to plan out what you'll wear for the event! Business casual is usually a good guideline for career fairs. How's your closet look re: Business Casual outfits?

Ready to go! They'll want to hire me based on fashion alone!  
Business Casual is the one where I can wear jeans, right? I get the styles mixed up all the time

Jeans can be totally fine! Nice pants or slacks are usually the rule for business casual. You can check out how to dress for Casual/Business Casual/ Business Professional settings using this career library pdf:

<https://resources.depaul.edu/career-center/services-resources/Documents/DePaulCC-43-DressForSuccess.pdf>

#### **Slide 5:**

You're now ready to take the career fair by storm! Be sure to stop by the Career Center Prep Lounge at the fair if one is set up! We'll help you practice your elevator pitch and print out some copies of your resume to dazzle employers.