



# Top 10 Career Strategies for Freshmen & Sophomores

AUBURN UNIVERSITY CAREER CENTER

YOUR CAREER. OUR MISSION.

303 MARTIN HALL | 334.844.4744 | [AUBURN.EDU/CAREER](http://AUBURN.EDU/CAREER)

Spend all four college years making yourself marketable by doing the following 10 things.

## 1. KEEP GRADES UP

Employers and graduate schools want candidates with good grades. That will probably never change. Doing well academically not only proves that you have a good knowledge base, but indicates a strong work ethic, a value that employers value. View free tutoring and other academic resources: [auburn.edu/academicsupport](http://auburn.edu/academicsupport).

## 2. IDENTIFY INTERESTS, SKILLS, VALUES, AND PERSONAL CHARACTERISTICS

Visit the Auburn University Career Center to take advantage of self-assessment instruments: FOCUS (free), Type Focus (free) and Strong Interest Inventory (\$30).

## 3. ACTIVELY EXPLORE CAREER OPTIONS

- **Informational Interviews:** Talk with professionals in occupations of interest.
- **Job Shadowing:** Observe professionals on the job.
- **Network:** Talk with alumni, attend career fairs and attend information sessions.
- **Research:** Read about careers of interest in the career resource library and at [auburn.edu/career](http://auburn.edu/career).

## 4. GET INVOLVED

Active involvement in activities and clubs on campus is highly valued by employers and graduate schools. Don't just join a club, become a leader, hold an office or coordinate an event to develop leadership and teamwork skills. Resources: [auburn.edu/organizations](http://auburn.edu/organizations) or [auburn.edu/studentaffairs](http://auburn.edu/studentaffairs)

## 5. GET INVOLVED IN COMMUNITY SERVICE

You live in a larger community than your college or hometown. Show recruiters you know that by giving back to your community through service. Go to [auburn.edu/impact](http://auburn.edu/impact) for a great way to connect!

## 6. DEVELOP COMPUTER SKILLS

Show you can type a business letter, use spreadsheets, design data bases, and produce automated presentations. Take COMP 1000 or experiment on your own. Use your Auburn web space to develop a website. Questions? Office of Informational Technology: [auburn.edu/oit/](http://auburn.edu/oit/).

## 7. DEVELOP WRITING SKILLS

Over and over, company and graduate school recruiters complain about the lack of writing skills among college

graduates. Don't avoid classes that are writing intensive. Work at developing your writing skills. Utilize the Miller Writing Center ([auburn.edu/writing](http://auburn.edu/writing)) for feedback on your papers. A career counselor will happily review your cover letter or personal statement, often your first impression.

## 8. COMPLETE AT LEAST ONE INTERNSHIP IN CHOSEN CAREER FIELD

More and more, internships are the springboards to employment and getting into graduate programs. Many recruiters say that when they need to fill entry-level jobs, they will only hire previous interns. In addition to making yourself more marketable, internships also are a great way to explore careers and determine whether or not certain careers are for you. When you work for a company as an intern for three to four months, you get a really good feel for whether the field (and company) is one in which you want to work day in and day out! Internships are posted at [jobs.auburn.edu](http://jobs.auburn.edu).

## 9. DIVERSIFY: STUDY ABROAD, LEARN A FOREIGN LANGUAGE

The American work force is becoming more diverse. So, to be successful at work and in your life, stretch yourself and learn about people and cultures different than yours. This is your time to travel! Most people find it harder to take time to travel as they begin their careers and start families. Go to [auburn.edu/international](http://auburn.edu/international) to learn about Auburn's Study Abroad opportunities.

## 10. USE THE CAREER CENTER ALL FOUR YEARS

We can help you throughout your college career. Here is just a sampling of how the Career Center can help:

- choose and explore major and career options
- obtain an internship or part-time job
- write a resume and cover letter
- develop interviewing skills
- identify your skills, interests, and values
- develop a job search or graduate school plan
- connect you with prospective employers (career fairs, on-campus recruiting, etc.)

Don't wait until your senior year to start realizing your goals. Let a career counselor help you today!

Resource: [jobweb.com/parents.aspx?id=50](http://jobweb.com/parents.aspx?id=50)