

The jump from campus life to professional life might be scary, but plenty of preparation can make it easier!

TIPS FOR A SMOOTH SCHOOL TO WORK TRANSITION

PREPARE WHILE YOU'RE STILL A STUDENT

- Start networking by attending career fairs and joining organizations.
- Set up your LinkedIn profile or online portfolio to showcase achievements.



PREPARE WHILE YOU'RE STILL A STUDENT

- Create a strong resume that highlights your degree, skills, and relevant experience.
- Identify your strengths, values, and interests to clarify potential career paths.



PREPARE WHILE YOU'RE STILL A STUDENT

- Learn essential tools like Microsoft Office, Google Workspace, or any relevant applications.
- Research and explore industries, company cultures, and job roles.



JOB SEARCH STRATEGIES

Know where to look

- Job boards and professional networking sites
- Social media and industry websites
- University or Local Government career centers

Stay organized

- Track applications using Notion, Excel, or Google Sheets.

Be patient & persistent

- Job hunting takes time so enjoy the process.

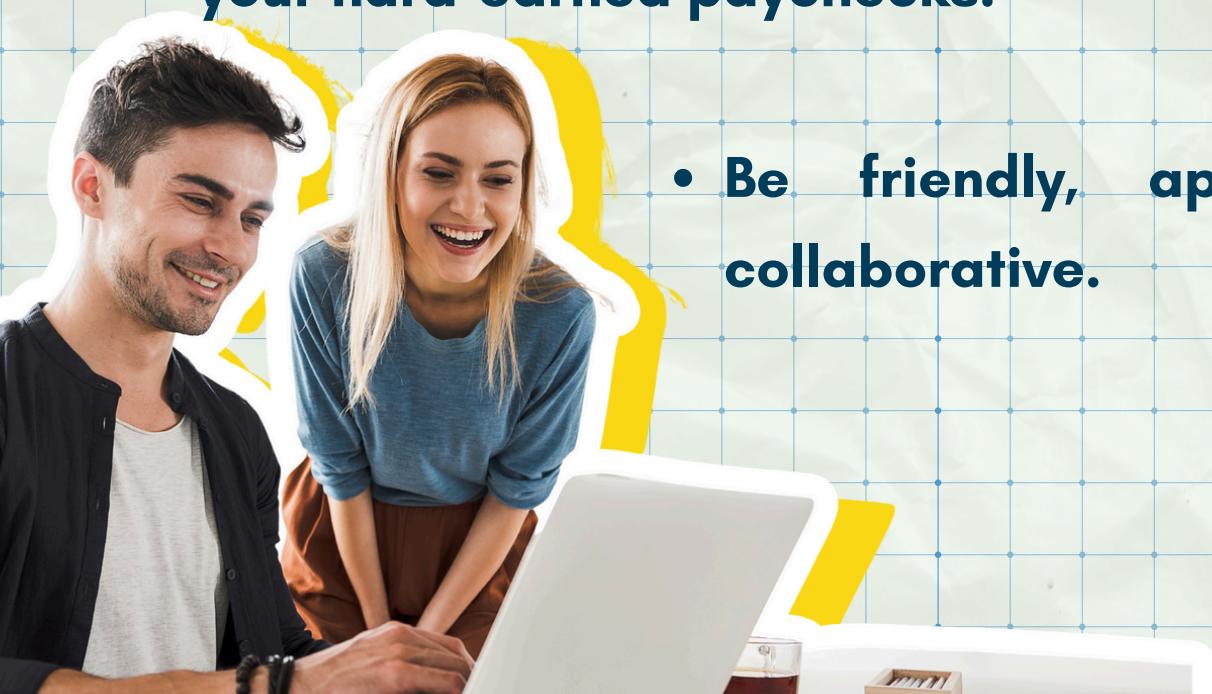


Include the company's name, the position you applied, contact information, date applied, interview date, and note in your tracker!



SUCCEEDING IN YOUR FIRST JOB

- **Observe company culture and etiquette. Then, adapt to the expectations.**
 - **Invest in versatile basics (trousers, blouses, and blazers)**
 - **Budget your finances and avoid immediately splurging your hard-earned paychecks.**
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- **Be friendly, approachable, and collaborative.**



SUCCEEDING IN YOUR FIRST JOB

- Share ideas and seek feedback regularly to improve your performance.
- Record your accomplishments for performance reviews or future opportunities.



A young man and woman are laughing together while looking at a laptop screen. They are both wearing white hoodies. The background is a light blue grid pattern.

- Show willingness to learn by attending workshops, reading industry resources, and seeking mentors who can guide your growth.

- Engage in your hobbies and set healthy boundaries.



Your classmates today
could be your colleagues
tomorrow. Start building
your network now!

NETWORKING BEGINS

IN SCHOOL

WHAT IS NETWORKING?

- **Building meaningful and two-way relationships that can help you reach your academic and career goals. However, it takes time, patience, and consistent effort to nurture these connections.**



“Remember that each new connection you make is like putting another raffle ticket in for a prize drawing—your chances for success increase and increase”

Dmitry Tsukerman, PhD

WHY NETWORKING MATTERS?

- **70-80% of the jobs are never advertised on job websites.**
- **85% of the vacancies are filled through referrals.**
- **Traditional networking accounts for 46% of the most effective way to find a job.**



WHERE TO NETWORK AT SCHOOL?

- **Student organizations & extracurriculars:**

Meet peers with similar interests, build teamwork and leadership skills.

- **Classes & group projects:**

Engage with classmates and professors; show your skills and work ethic.

- **School events:**

Connect with teachers, staff, other students, and visitors.



WHERE TO NETWORK AT SCHOOL?

- **Volunteering:**

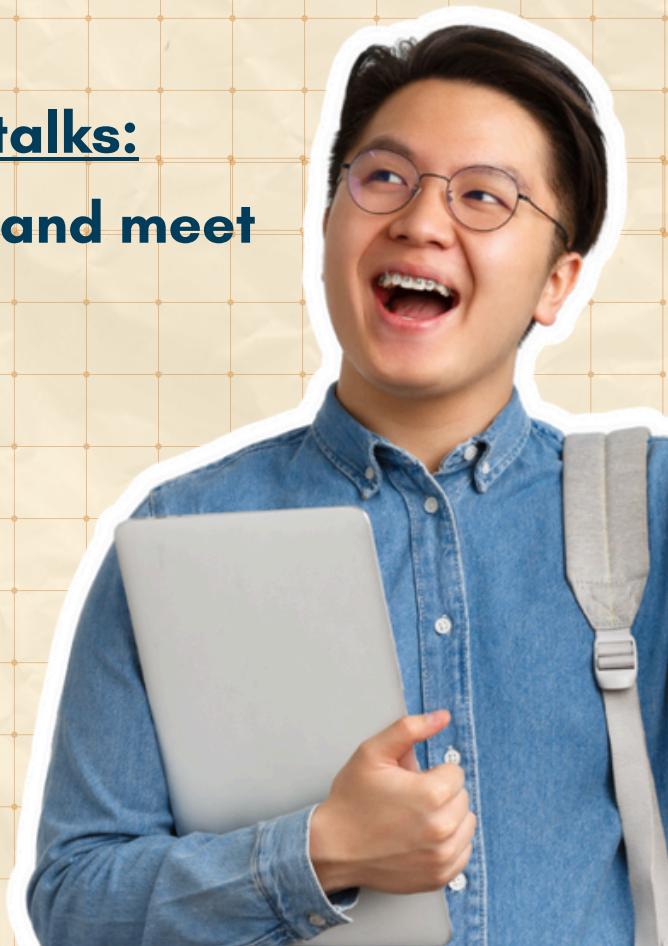
Demonstrates commitment while connecting with staff and fellow students.

- **Career fairs, workshops, industry talks:**

Gain insights, discover opportunities, and meet professionals.

- **Internships & research roles:**

Work alongside professionals, gain real-world experience, and grow your network.



HOW TO BUILD AND MAINTAIN RELATIONSHIPS

- **Expand your circle by being open to meeting people outside your usual group.**
- **Share resources, collaborate on projects, or provide helpful skills.**
- **Be authentic and don't pretend to be someone you're not.**

