

Get Your Professional Game On

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CBE Careers Course
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Get Your **Professional**
Game On **AI**



An Irish Story

YOU own your career



Keys to Success

- Always have your resume and LinkedIn profile up to date
- Constantly network; formalize your contacts
- Set people up to say “Yes” to you
- Conduct Informational Interviews
- Do Job Shadowing
- Apply for jobs that interest you
- Accept interviews



What is Networking?

Networking: Benefits

1. Strengthen business connections.
Networking is about sharing, not taking
2. Get fresh ideas
3. Advance your career
4. Get access to job opportunities
5. Interconnected business contacts = more knowledge
6. Get career advice and support
7. Build confidence
8. Gain a different perspective
9. Develop long-lasting personal relationships
10. Get an answer to every question
11. Find a job you love

Networking: Advice

- Set goals
- Quality over Quantity
- Make it about them
- Do your research
- Listen actively
- Drink strategically
- Network on the fly
- Avoid the hard sell
- Follow up

Keys to Success Checklist

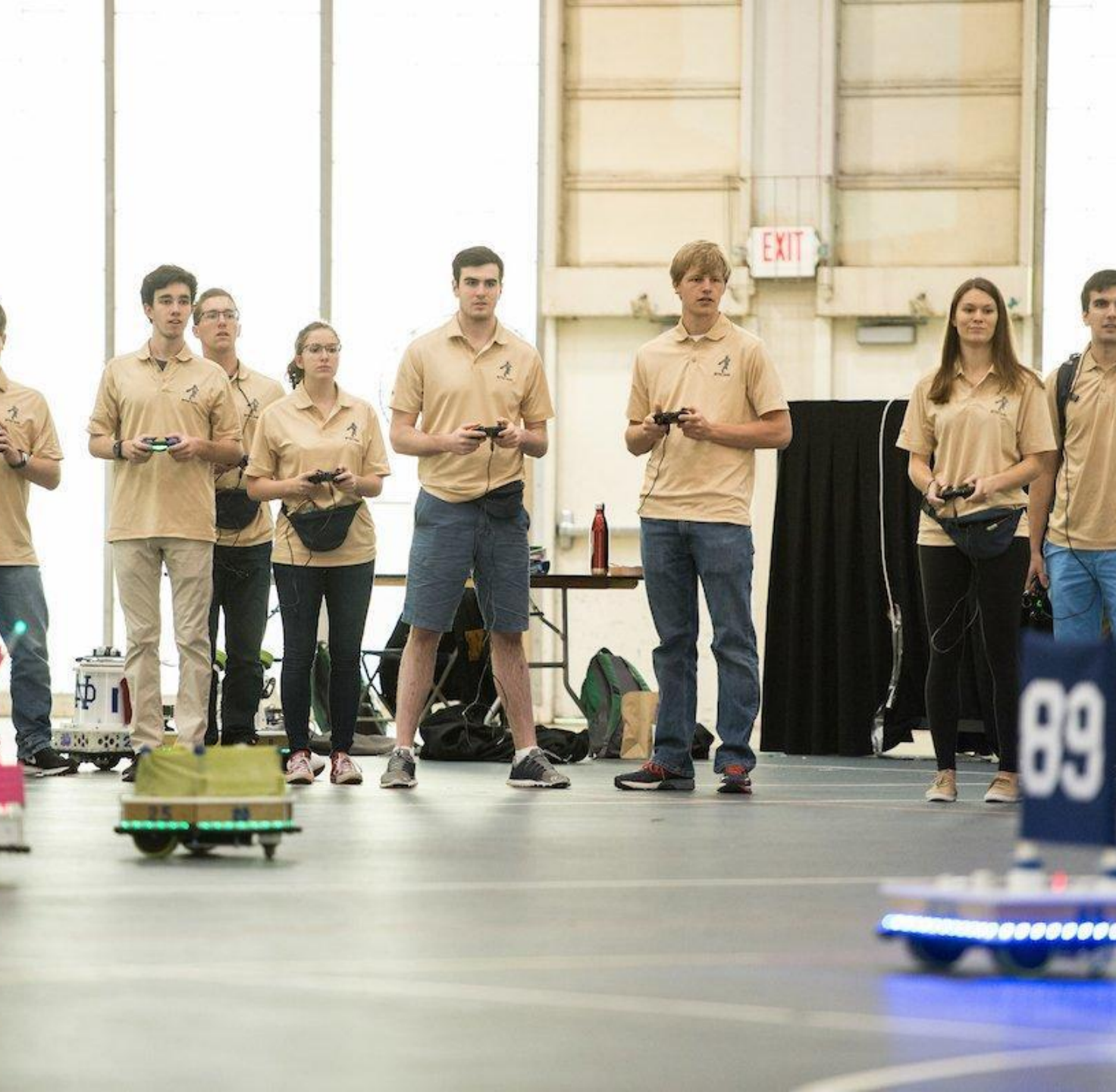
Task	Goal	Time
Resume fully current on Handshake, LinkedIn, and pdf	Check each semester	5 minutes
Network / Meet new people to connect you to the professional world	Request to connect with 3-5 new contacts weekly Attend company briefings	10 minutes
Set people up to say Yes to you	Email new contacts telling them about your interests, requesting an informational interview, and asking for others who may be able to help you	10 minutes
Request informational Interview	2 per week	5 minutes
Conduct Informational Interview	2 per month	30 minutes
Request to Job Shadow	Two a month	15 minutes
Check in with your existing contact	Every 6 weeks	15 minutes

Connections – What to do with them?

- **Step 1**: Write a Note requesting to “connect” with them
- **Step 2**: When they accept, write them a note about who you are and what you want to learn about what they do in their field/job. Request a 15 minute phone call and give your phone number.
- **Step 3**: When they agree to phone call, have your questions prepared. At the end of the call, ask if there is anyone else they know that you could talk to. Ask them if their employer offers summer internships and how you would apply. (Of course, you will have already looked at their company’s website BEFORE your phone call.)
- **Step 4**: If it is a place you may want to work, ask if you can job shadow them for ½ day during your Spring Break....or ask for hiring contact.

Let's Have Some Fun! – Using LinkedIn

- Complete your profile
- Connect with Audrey Beckman & Melanie Sanchez-Jones
- Look through your Connections
- Explore the Search function
- Do your connections know someone you want to know?
- Find ND alumni from your major
- Find ND alumni from your major in the geography where you want to work
- Find ND alumni from your major at the employer you want to work for
- Request to Connect with a Note



Let's Practice

Thank You!
Happy to review LI profiles
Questions?