



**GRAND VALLEY
STATE UNIVERSITY**
CAREER CENTER

**Allendale Campus
200 Student Services
Building**

Hours of Operation: 8am-5pm

Career Lab: 11am-4pm
4pm-7pm (Virtual)

**Pew (Grand Rapids) Campus
101-B DeVos**

Hours of Operation: 8am-5pm

Career Lab: 11am-4pm
4pm-7pm (Virtual)

Learn more about our
resources at

gvsu.edu/careers



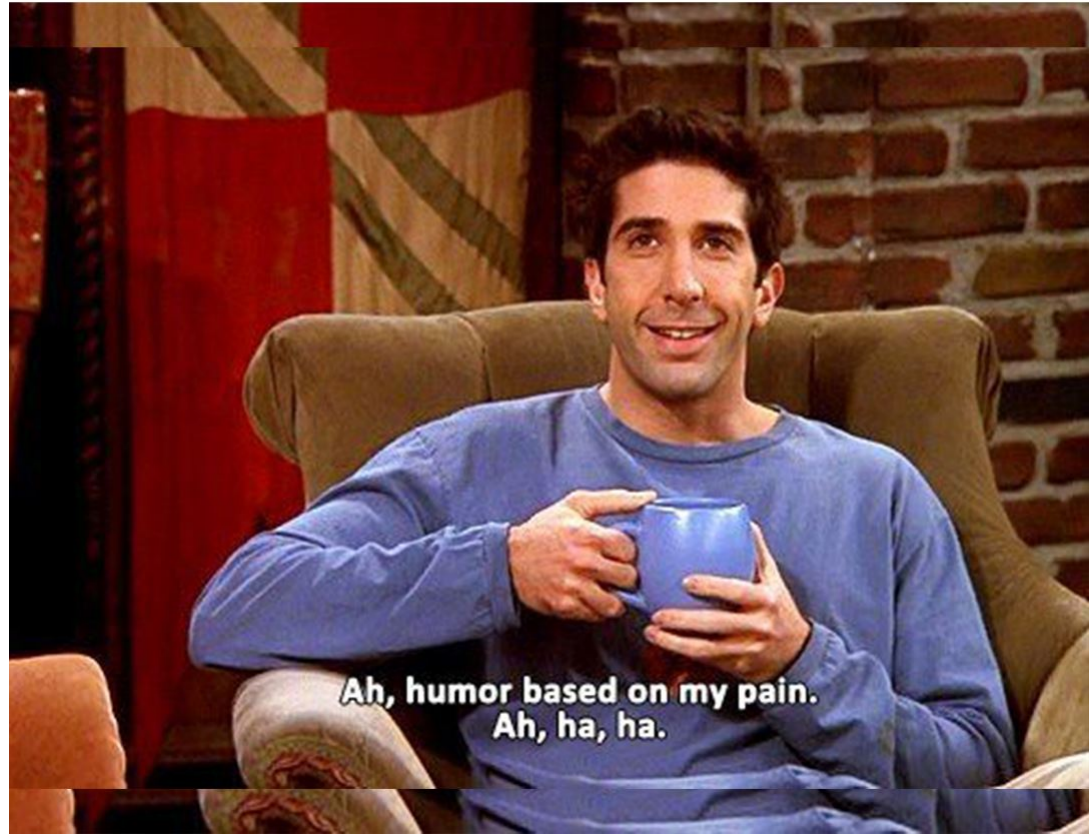


IF THAT JOB LISTING IS REAL



THEN SO IS THIS PHOTO

When you see job search memes during your job search



Simple Steps of a Job Search

1. Understand What You Bring to the World-of-Work (Skills, Experience, Knowledge)
2. Explore Your Options
3. Prepare Job Search Tools
4. Set Goals/Get Organized/Stay Organized
5. Network, Network, Network

Some of the things that get in the way of a simple search

- Spending 90-100% of our time searching exclusively online
- Making a decision about what job we want before we even have a choice
- Waiting for someone to respond/ Interpreting a lack of response as something we did wrong
- Assuming we didn't get a job because of something we did wrong in the interview
- Believing that networking makes you appear like a desperate job seeker
- Focusing on what we want vs. what the employers' needs are

Understand What You Bring to the Workplace

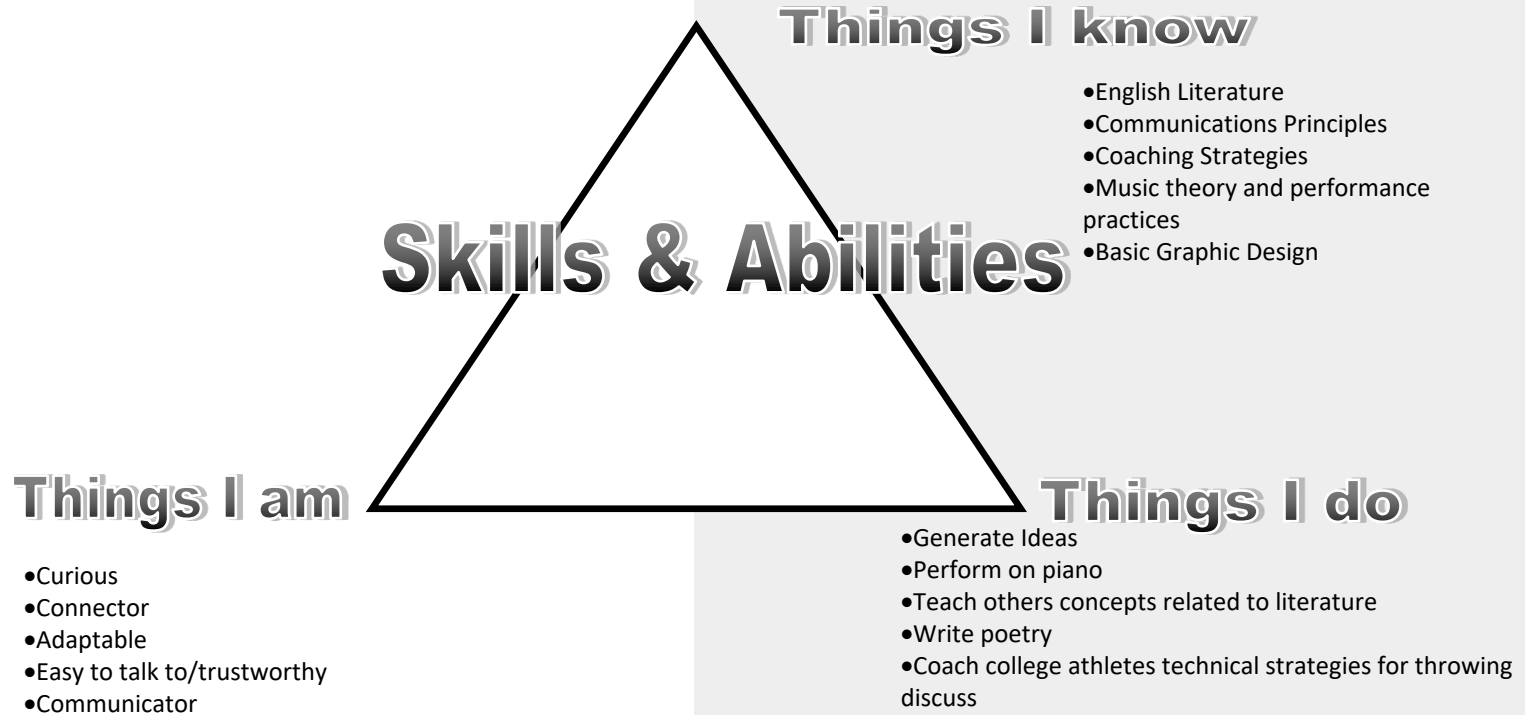
Skills,
Knowledge,
Experience &
Attributes

The Skillsets Employers Seek in New College Graduates*

| ATTRIBUTE | % OF RESPONDENTS SEEKING FOR CLASS OF 2022 |
|---|--|
| Problem-solving skills | 85.5% |
| Analytical/quantitative skills | 78.6% |
| Ability to work in a team | 76.3% |
| Communication skills (written) | 73.3% |
| Initiative | 72.5% |
| Strong work ethic | 71.0% |
| Technical skills | 64.9% |
| Flexibility/adaptability | 63.4% |
| Detail-oriented | 62.6% |
| Leadership | 60.3% |
| Communication skills (verbal) | 58.8% |
| Interpersonal skills (relates well to others) | 56.5% |

***Source: Job Outlook 2022 and Job Outlook 2021, National Association of Colleges and Employer**

Understand What You Bring to the Workplace



Understand What You Bring to the Workplace

What am I qualified for? Better questions—What experiences do I have? What skills have I developed?

| SKILLS DEVELOPED AS COLLEGE GRADUATE | SKILLS DEVELOPED THROUGH MY MAJOR/MINOR | EXPERIENCES (and related skills) | PERSONAL QUALITIES |
|---|---|----------------------------------|--------------------|
| <p>CRITICAL THINKING →</p> <p>COMMUNICATIONS →</p> <p>LEADERSHIP →</p> <p>EQ →</p> <p>TEAMWORK →</p> <p>PROBLEM SOLVING →</p> | | | |



**Allendale Campus
200 Student Services
Building**

Hours of Operation: 8am-5pm

Career Lab: 11am-4pm
4pm-7pm (Virtual)

**Pew (Grand Rapids) Campus
101-B DeVos**

Hours of Operation: 8am-5pm

Career Lab: 11am-4pm
4pm-7pm (Virtual)

**Learn more about our
resources at**

gvsu.edu/careers

Reflecting on your skills and experiences, try writing a summary statement of what you will contribute in the workplace

Over the past four years, I have developed strong leadership skills related to listening to others, taking time to understand, and asking appropriate questions. Additionally, through my studies, some of the technical skills I am excited to use include creating media kits, writing communications plans, and using a variety of social media tools. Finally, through my study abroad experience, I learned that I have a higher tolerance for ambiguity than I thought. I have always been a highly organized planner and thought that was my key to success, however being adaptable and flexible afforded me great experiences I couldn't have planned for.

**Allendale Campus
200 Student Services
Building**

Hours of Operation: 8am-5pm

Career Lab: 11am-4pm
4pm-7pm (Virtual)

**Pew (Grand Rapids) Campus
101-B DeVos**

Hours of Operation: 8am-5pm

Career Lab: 11am-4pm
4pm-7pm (Virtual)

**Learn more about our
resources at**

gvsu.edu/careers

Explore Your Options



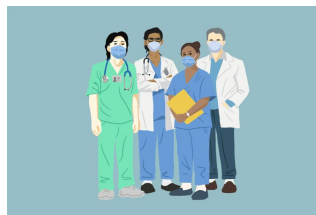
Where do I want to live?

- What organizations and companies are there that I could work for?



Where do I want to work?

- What could I do there?



What do I want to do?

- Where could I do that?



**Allendale Campus
200 Student Services
Building**

Hours of Operation: 8am-5pm

Career Lab: 11am-4pm
4pm-7pm (Virtual)

**Pew (Grand Rapids) Campus
101-B DeVos**

Hours of Operation: 8am-5pm

Career Lab: 11am-4pm
4pm-7pm (Virtual)

**Learn more about our
resources at**

gvsu.edu/careers

Prepare Job Search Tools



Craft a Winning Resume

Tuesday, June 6, 2023
4:00 p.m. - 5:30 p.m.
Online

Set Goals/Get Organized/Stay Organized

1.What is your goal? This should be specific, reasonable and attainable: *My goal is to be working full-time by September 1 in the field of supply chain management. Preferably I will be working in the Midwest.*

2. Why is this type of job ideal for you? Do you have education in this area? Work experience?: *Not only did I study supply chain management but my coursework included work-place projects with local employers. Additionally I participated in two internships—one focused on logistics and the other was set within a manufacturing company.*

3.What are your challenges and/or obstacles in reaching your goal? *The only way to knock down an obstacle is to know what it is: I renewed my lease before I had a job and now my job search is limited to local companies that do not seem to be hiring.*

4.How can you remove these obstacles? If you feel you have an impossible challenge to overcome, it's time to call in your mentor or a member of your support group for help: *I have researched what it would take to get out of my lease and I believe if I make a salary in the range of \$-\$\$, it would be worth forfeiting my first/last month's rent. I could also ask family for support during this time.*

5.Who will help you reach your goal? Now that you have some research to understand your job opportunities, think about anyone you know who can provide referrals, advice and support: *My professors, mentors, and alumni are great places to start the networking process. I am currently building a networking list.*

6.What steps do you need to take to reach your goal? Make a list—it's as simple as that. I suggest using Excel or another online tool to maintain your list for easy updates. You can also sort these forms by activity and date to keep you organized: *Organization looks differently for everyone!*

7.Pick one step right away, and do it!

Set Goals/**Get Organized**/Stay Organized

**Organization begins
with awareness of
what doesn't work
for us.**

FILLINGTHEJARS.COM

Set Goals/Get Organized/Stay Organized



Network, Network, Network

Networking is about making connections and gaining information.

It's also a great way to personally & professionally embed yourself into a community.

- 1. Who is in your network?**
- 2. Who do you want in your network?**
- 3. How do you network?**

Network, Network, Network

A few networking tips:

1. Practice introducing yourself to others whenever you can
2. Remember body language is as important as what you say
3. Know why you are reaching out to someone—What is your ask? What is your why?
4. People will remember the way you made them feel-ask reflective questions
5. Follow up is key! Write a note, connect on Linked In, send a relevant article or idea; the “what” is not as important as the intent. Be sure your engagement is genuine and mutually beneficial.



**Allendale Campus
200 Student Services
Building**

Hours of Operation: 8am-5pm

Career Lab: 11am-4pm
4pm-7pm (Virtual)

**Pew (Grand Rapids) Campus
101-B DeVos**

Hours of Operation: 8am-5pm

Career Lab: 11am-4pm
4pm-7pm (Virtual)

**Learn more about our
resources at**

gvsu.edu/careers

Questions?



**GRAND VALLEY
STATE UNIVERSITY**
CAREER CENTER

**Allendale Campus
200 Student Services
Building**

Hours of Operation: 8am-5pm

Career Lab: 11am-4pm
4pm-7pm (Virtual)

**Pew (Grand Rapids) Campus
101-B DeVos**

Hours of Operation: 8am-5pm

Career Lab: 11am-4pm
4pm-7pm (Virtual)

**Learn more about our
resources at**

[gvsu.edu/careers](https://www.gvsu.edu/careers)

**FIND US ON
SOCIAL MEDIA**



@gvsucareers



@GVSUcareers



@GVSUCareers

[WWW.GVSU.EDU/CAREERS](https://www.gvsu.edu/careers)