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THE CAREER CENTER
Student Services

SETON HALL UNIVERSITY

General Pirate Career Plan

Bayley Hall, Second Floor, Rm. 209

www.shu.edu/go/careers

careers@shu.edu

(973) 761-9355

Monday - Friday

8:45 a.m. - 4:45 p.m.

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If you are just starting out, there are a few simple things you can do.

In the Fall Semester of your Freshman year:

- Set up your **Handshake Account**. This is the job board of Seton Hall. Create your basic profile.
- Early in the Fall Semester, there is a large **Career Fair** as well as **Networking Events** with Employers and Seton Hall Alumni. Use these as opportunities to meet people and build your professional networking skills.
- Consider your initial career interests, identify and join **Clubs** to stay connected to career-related events.
- **Employers** often come on campus to discuss opportunities. Attend as many events, programs, site visits, and opportunities as you can.
- Create a basic **LinkedIn** account. You will continually update this throughout your career.
- Set up an appointment to meet with a **Career Advisor** at the Career Center. Call 973.761.9355 or stop by Bayley Hall Room 209.

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Once you've set up your Navigator and basic LinkedIn profiles:

- Meet with your Career Advisor to draft a **Resume**. Your resume will change often throughout your career. Learn the basics of how to sell your background to employers in the most appropriate way.
- Identify at least four **Skills** that employers want and create a plan on how you will acquire these skills while at Seton Hall. You can discuss this with your Career Advisor.
- Seton Hall runs two major **Career Fairs**, one in the Fall semester and one in the Spring semester. Also look for **Networking Events** and **Employer Information Sessions**.
- Meet professionals in your areas of interest to learn about your various **Career Options**.
- Did you join a **Club** yet?

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Handshake is the Seton Hall job board. It is a good source for internships and full time opportunities. You can find this on the SHU Portal at the Career Center tab.

- You should also look at the large **Job Boards**, such as Indeed.com and LinkedIn, but also create a profile on “niche” boards based on your areas of career interest.
- Make sure your **Resume** is in “good shape” for applications. Meet with your Career Advisor as often as you need to feel confident.
- Build a **Cover Letter** that complements your resume.
- It will be worth your while to attend an **Interview Workshop**. You can sign up for one at the Career Center.
- You might consider setting up **Informational Interviews** with a professional in your career field.
- Identify SHU **Alumni** in your target organizations and industries using tools such as LinkedIn, Career Shift, and PirateConnect.
- Put together your **Interview Outfit**. Speak to your Career Advisor for “dress for success” tips.

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You should always be looking to expand your comfort zone. Once your basics are in place:

Contact a potential **Mentor** to guide you through your career decision making.

Become a **Tutor** in your career area of interest or an area you wish to increase your own skills.

Research specific companies and industries to identify trends.

Seek out opportunities to **Network** with professionals to obtain information and get advice.

Take on **Leadership Roles** in clubs.

Write **Articles** and **Blog Posts** to LinkedIn and other social media sites.

Learn about **Salary Expectations** and ranges. Use sources such as salary.com.

Did you join a **Club** yet?

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Always:

- **Network**, network, network
- Update your **resume** and **LinkedIn** Profile
- Update your **Networking List** and keep in touch with your contacts
- **Attend** employer events, networking events and Career Fairs
- **Stay Connected** to your Career advisor and Academic Advisor
- **Apply** for internships and full time positions; be alert to opportunities
- **Be Positive**



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Work Backwards:

- You want to be **Hired** after your **Senior Year**.
- The Summer after your **Junior Year** is a very important time to have a **Career-Related Internship**.
- You can start pursuing internships as **Early** as the Summer after your **Freshman Year**. This means you have six semester opportunities to intern prior to the Summer after your Junior Year – these are the opportunities to build skills and experiences.
- Many companies recruit in the **Fall** for the following summer. Start your search early!
- Work with your Career Advisor on how to **Translate** your skills from volunteering and jobs from High School and College for your resume.
- Be **Open-Minded** to many types of companies and opportunities. This is your time to **Explore Options**.

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The Job Search process is similar in most cases. Some careers paths have specific “to-do’s”:

- **Transfer Students** need to meet with the Career Center in their first semester at Seton Hall to create a clear career plan.
- Some majors are “industry” terms (Sport Management, Healthcare), some are “academic” terms (Management, Economics) and some are “functional” terms (Accounting, Finance, Marketing, Technology, Supply Chain, Human Resources). It is typically a good idea to have one of your concentrations of study be **Functional** in nature.
- Some major require internships to graduate (Management, Sport Management). However, it should be seen as critical for all students to get **Internship Experience** during their college career.
- Some majors have specific academic requirements. For example, **Accounting** majors need to plan for 150 credits. These students also need to attend CPA Exam sessions.



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