

## Manoa Career Center's Quick Tips for Your Career Search

### Identify a career goal.

- Meet with a Mānoa Career Center career counselor to identify your career goal.
- Pick up a copy of *"What Can I Do With This Major?"* handout to identify potential areas of employment specific to 80+ majors.
- Use resources in the Mānoa Career Center resource library to identify prospective employers and entry-level positions that fit your career goal.
- Use the Occupational Outlook Handbook in the Mānoa Career Center resource library (or at <http://www.bls.gov/oco/>) to look up career information.

### Communicate with and expand your network.

- Pick up the *"Networking"* handout to learn ways of starting up your network and letting your network know of your career goals.
- Receive tips from a career counselor on conducting informational interviews to get information about your career interest and job search advice.

### Identify opportunities through a variety of sources.

- Access full-time vacancy postings through the *sece* database and international, national, local, and career-specific online sites listed in Mānoa Career Center's resource library's *"Internet Sites"* binder.
- Use directories in the resource library to identify organizations in your career interest; research these companies through web sites or contact directly to learn how their vacancies are posted.

### Create a resume and cover letter that will present you as a qualified candidate.

- Attend the *"Resume & Cover Letter"* workshop to learn ways of developing a tailored resume that highlights your qualifications to meet the vacancy's requirements.
- Look at resume samples in the resource library.
- Meet with a career counselor or drop off a draft of your resume and cover letter to receive feedback and suggestions.

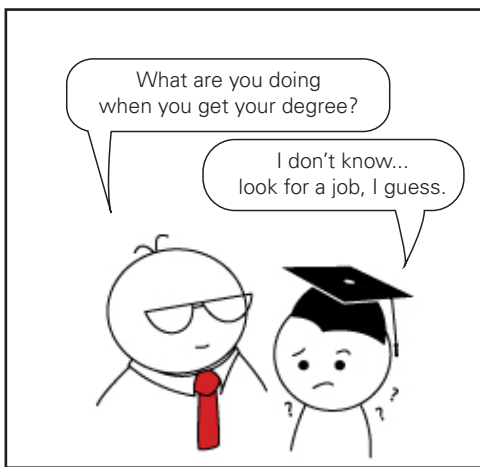
### Go to the interview prepared to market yourself.

- Attend the *"Interview Preparation"* workshop to learn tips on presenting yourself as a qualified candidate:
  - o gathering information
  - o attending to personal details
  - o understanding types of interview questions and practicing your responses
  - o preparing questions to ask at the interview
  - o following up after the interview with a thank you letter and a phone call to inquire about your application status

### Explore graduate/professional school that may be a requirement for your career.

- Meet with a career counselor to learn about the application process (grades/transcripts, exam(s), letters of recommendation, personal statement).
- Use *"Peterson's Graduate Programs"* to identify universities across the U.S. that offer study in your career interest.
- Use the Mānoa Career Center's review services to receive feedback and suggestions on developing your personal statement.

### Check out Mānoa Career Center website's 'Alumni' tab for job search and carrier success tips.



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