

Getting career ready: Your guide to key resources

Whether you're building your first resume, refining your personal story, preparing for a career fair, or practicing for interviews, this resource guide has you covered.

The links below offer tips, templates, and tools to help you show up confidently and clearly.

Explore each section at your own pace, and remember: your career coach is here to help you turn preparation into opportunity!

Resume resources: Your resume is often your first introduction to an employer — make it count. These tools and templates will help you highlight your strengths, tailor your experience, and present your story clearly and professionally.

- [Resume template.](#)
 - [Writing accomplishment statements.](#)
 - [Checklist for effective resumes and cover letters.](#)
 - [Why the W. P. Carey resume template works.](#)
 - **Career preparation resources:** Discover hundreds of free job simulations and prepare for your next role with resources designed by the world's leading employers in Forage. [Explore more career simulations here.](#)
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Personal narrative: Being able to talk about yourself with purpose and authenticity is a powerful skill. Use these resources to craft a personal introduction and responses to questions like “Tell me about yourself” that reflect who you are and where you’re headed.

- [Undergraduate personal narrative worksheet.](#)
 - [International student's personal narrative worksheet.](#)
 - [W. P. Carey personal narrative visual.](#)
 - [How to make a personal narrative personal.](#)
 - [Create a personal narrative for any conversation.](#)
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Career fair preparation: Career fairs are great opportunities to make connections — if you're prepared. These tips will help you research employers, prepare talking points, and follow up effectively to turn introductions into next steps.

- [Career and internship preparation checklist.](#)
 - [Great for finance major Handshake Collection.](#)
 - Explore companies and job opportunities using [Handshake.](#)
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Networking: Connect with peers, alumni, professors, and professionals to expand your network. <https://alumni.asu.edu/> and <https://alumni.asu.edu/chapters>.

- [W. P. Carey networking visual.](#)
 - [Finance networking worksheet.](#)
 - **Create your employer target list and do your research:** Watch this informative video to master creating a tailored target list of companies that align with your career goals. You'll gain insights into researching employers, identifying opportunities, and strategically planning your job search. [Watch the video here.](#)
 - Expand your network with local and virtual events through platforms like [Meetup.com](#) or [Venture Cafe.](#)
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Conducting informational interviews: Discover how to conduct impactful informational interviews to expand your network and gather valuable insights for your career research.

- [How to ask for an informational interview.](#)
 - [3 Steps to a perfect informational interview.](#)
 - [Informational interviewing with 2-Hour Job Search author Steve Dalton.](#)
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Interviewing: Interviews are conversations where preparation meets opportunity. Explore these guides to help you anticipate questions, structure your answers, and approach interviews with clarity and confidence.

- Sharpen your interview skills with interactive tools like [Big Interview](#) or [Quinnia](#) to gain confidence and master your responses.