



## DEFINE WHO YOU ARE AND YOUR PROFESSIONAL GOALS

Before you even start the job or internship search, take some time to identify your personal and professional identity, which will increase your chances of long-term happiness and fulfillment. Meet with your career advisor to identify your strengths, skills, interests, values and personal style. This will help you then narrow down your best potential career matches.

## RESOURCES TO HELP DEFINE YOUR GOALS

### *Awato Self-Assessment*

- [www.career.merrimack.edu/resources/awato](http://www.career.merrimack.edu/resources/awato)

### *Library Resource Guide*

- [www.merrimack.edu/library/contact.php](http://www.merrimack.edu/library/contact.php)

### *What Can I Do With This Major?*

- [www.career.merrimack.edu/resources/what-can-i-do-with-this-major](http://www.career.merrimack.edu/resources/what-can-i-do-with-this-major)

### *Occupational Outlook Handbook*

- [www.bls.gov/ooh/](http://www.bls.gov/ooh/)

### *O\*NET Online*

- [www.merrimack.onetonline.org](http://www.merrimack.onetonline.org)

## CREATE YOUR PROFESSIONAL DOCUMENTS

Have all of your professional materials reviewed by your career advisor before you submit them. You can always stop by during walk-in hours, no appointment needed.

**RESUME** | A resume is a professional document that showcases your skills and experiences. A resume is needed to apply to internships, co-ops and jobs. If you do not have a resume, check Handshake for a guide on writing resumes along with a few samples on our website. Information on your resume can be tailored to reflect the specific position being applied for.

**COVER LETTER** | A cover letter is a professional document that is sent along with a resume to a potential employer. The purpose of a cover letter is to introduce yourself to an employer, highlight your qualifications for the position and detail why you are the best candidate. If you have never written a cover letter before see your career advisor for some general guidelines. Each cover letter you write should be individually tailored to the specific position you are applying for.

## BEGIN YOUR INITIAL SEARCH

Use a variety of resources including online job boards:

- **HANDSHAKE** | This is the best place to start your search since these employers are specifically looking to hire a Merrimack student!  
<https://merrimack.joinhandshake.com>
- **INDEED**
- **CAREERBUILDER**
- **LINKEDIN**
- **SIMPLY HIRED**
- **BUZZFILE LIST BUILDER** | Search companies based on location and major or industry  
<http://buzzfile.com/Major/Employers-by-State>



## **BUILD YOUR NETWORK**

Did you know that most positions are filled through networks, referrals and word of mouth as opposed to online job boards? Informal contacts and a person's network account for between 70- 85% of all successful job searches (Source: *PayScale*).

**LINKEDIN** is a must if you are searching for professional opportunities. Create your professional *LinkedIn* profile, including a professional photo.

**PROFESSIONAL HEADSHOT** | Book an appointment with an on-campus professional photographer, Kevin Salemme to have a professional headshot taken: [www.merrimack.edu/headshot](http://www.merrimack.edu/headshot)

**JOIN GROUPS** affiliated with your major and with Merrimack College, such as the Merrimack College Alumni Group. Become active in these groups!

**CAREER EVENTS** are a must in terms of your search. Merrimack College offers a variety of career fairs and networking events. Check your Handshake account by clicking Career Events to see a list of upcoming events.

**JOIN A PROFESSIONAL ASSOCIATION** and/or an academic club related to your career interests. These will provide you with resources, career advice and networking opportunities, along with professional development opportunities for growth.

**INFORMATIONAL INTERVIEWING** is a great technique to learn more about the field while also building your professional network.

