



Winter Break Career Guide

DEVELOP SKILLS

- PARKER DEWEY MICRO-INTERNSHIPS** Micro-internships are short projects (10 – 40 hours) that allow you to explore different organizations while getting real experience.
- FORAGE VIRTUAL EXPERIENCES** Gain skills that employers want by completing free projects on Forage.com from real companies. A certificate of completion is provided for each finished project.
- LINKEDIN LEARNING SKILL CERTIFICATES** Earn skill certificates on any topic ranging from web design to Python to project management on LinkedIn Learning, which you can access for free using your Indiana University login.
- VOLUNTEER** Helping your community is a great way to gain skills while also building your network. Choose an organization whose mission motivates you and focus on how to develop skills that boost your resume and future career.

APPLY FOR JOBS & INTERNSHIPS

- IDENTIFY OPPORTUNITIES** Update your profile on [Handshake](#). Explore that platform and other job boards to find positions you are interested in.
- FIND AN INTERNAL ADVOCATE** Reach out to someone in the organization to learn more about the position. Use the [2-Hour Job Search!](#) The [LinkedIn Alumni Tool](#) is another great resource for finding O'Neill graduates in organizations of interest.
- CREATE TAILORED MATERIALS** Use [VMock](#) to perfect your format and make your accomplishment statements competitive. Then tailor your resume and cover letter for each position before applying; we can help! Make an appointment on Handshake.
- TRACK YOUR APPLICATIONS** Apply and keep track of your application information (e.g., date, job title, job description link, next steps, etc.). Use [Teal](#) or the [Professional Development Tracking Form](#).



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BUILD YOUR BRAND & NETWORK

- ONLINE REPUTATION** Adjust the privacy settings and content within your social media accounts. If it's public, then recruiters are likely to see it.
- LINKEDIN PROFILE** Is your profile complete? Write a personal branding statement, upload a photo, and add rich media to your experience/project sections.
- CREATE YOUR BUSINESS CARD** Use [HiHello](#) to create and share your virtual business card through email, text, or social media.
- CONDUCT INFORMATIONAL INTERVIEWS** Use the [2 Hour Job Search Guide](#) to help you.
- SCHEDULE A JOB SHADOW** Job shadows are unpaid work experiences that typically only last a few days. A job shadow is a great opportunity to visit a company to get a better understanding of their daily work routine—this will give you the chance to see someone doing a job that interests you.
- SEND THANK YOU NOTES** If you worked closely with any professors or faculty members last semester, send them a thank you note for helping you. Did you talk to any alumni or industry insiders? Take time to thank them. It's important to highlight how this person impacted your experience by helping develop your interest or new insights within a specific subject. Be sure to hand write these notes because it's more personal!

RELAX

- Take care of yourself. Enjoy hobbies, catching up on sleep, reading for fun, watching movies, getting outside – whatever you enjoy. Prepare to come back for a great spring semester!

Let us help – the Career Hub Career Consultants are available over winter break! Schedule an appointment through Handshake to meet with us about your resume, networking, job/internship searching, or any other career topic.