



## SKIDMORE COLLEGE

CAREER SERVICES [www.skidmore.edu/administration/career](http://www.skidmore.edu/administration/career)

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## Avoid Senior *Crunch!* Use Your Junior Summer To Plan For Job Search

- Visit the Career Services Office homepage at [www.skidmore.edu/administration/career/](http://www.skidmore.edu/administration/career/). This handout references several links from our page.
- Do some **career research** with books in the Career Services Office reference center or at a career services office at a college in your home area. Visit the **Exploring Careers** link on the CSO homepage to do some **online career research**. Contact the Career Services staff for suggestions regarding specific resources suited to your interests.
- **Conduct informational interviews** with professionals in fields of interest. Find out from insiders about areas of opportunity and make contacts for your job search next year. Networking is also a great strategy for locating summer jobs and internships. Follow any one of the **Career Network** links on the CSO homepage for names and contact info of alumni and parent Career Advisors (they've all volunteered to advise you and respond to your career development and/or job search questions). The password to run a Career Advisor Search is **Net99cs**.
- **Schedule an appointment** to meet with a career counselor over the summer if you live near by, otherwise plan to meet with one as soon as you return to campus to assess your skills, interests and values, and brainstorm options.
- **Compose drafts of your resume and cover letters**. This is a time consuming process and it is sometimes difficult for seniors to develop resumes in time for early recruitment programs such as Eastern College Career Days (ECCD). Ask for a complimentary copy of our *Resume and Cover Letter Writing Guide*. Consult our **Resumes/Cover Letters that Work** webshop (click on the **Webshops** link on the CSO homepage) or our other online resume and cover letter support at the **Resumes and Cover Letters** link.
- **Obtain an internship or summer job that will give you some exposure** to a career field of interest and help you to develop relevant skills and knowledge. If you need to make money and can only find unpaid internships, **consider combining a part-time unpaid internship with a paid summer job**. Visit the **Finding Summer Jobs and Internships** webshop (click on the **Webshops** link on the CSO homepage). **Search our online internship database** for leads. It is updated daily. You must be registered with Career Services to access the database (go to **eRecruiting** at <http://skidmore.erecruiting.com/er/security/login.jsp>, click on Create Account, the password is **Lucy1911**). Once registered, visit the eRecruiting link again, login, click on Jobs & Internships on the top banner, click on the Internships tab, then search the database. Check with a career services office in your home area for additional listings.
- **Visit geographic areas** where you may want to live and work after graduation. Evaluate their suitability. Visit local college career offices and the Chambers of Commerce to begin building a list of employers in the area. Meet with **Career Advisors** or other contacts who live in your area for informational interviews or shadowing opportunities.
- **Generate an address list of the people in your family/friend network**. Later on you will ask these people to share contacts, career information, and job leads. In fact, you may want to set up some informational interviews with these individuals this summer to begin exploring careers or to find internships.
- **Identify professional associations in your field of interest** and join as a student member. You will get a membership directory and information about conferences, which will help you to make contacts in your field.
- **Start reading the professional journals** that relate to your field of interest. This will help you to learn the language used in the field, and expose you to trends.
- **Please feel free to contact the Career Services staff** for help with these and other strategies to gain maximum benefit from the summer before your Junior year.