



From First Gen to First Job



Career Services Overview



- Resume and Cover Letter Review
- Interview Coaching
- Salary Negotiation
- Networking Strategies
- Job and Internship Resources
- Career and Industry Information
- Virtual On-Campus Job & Internship Recruitment
- LinkedIn Advice

Appointments via Zoom

Call 415-422-6216 or

Schedule an appointment via Handshake on our website

<http://myusf.usfca.edu/csc>

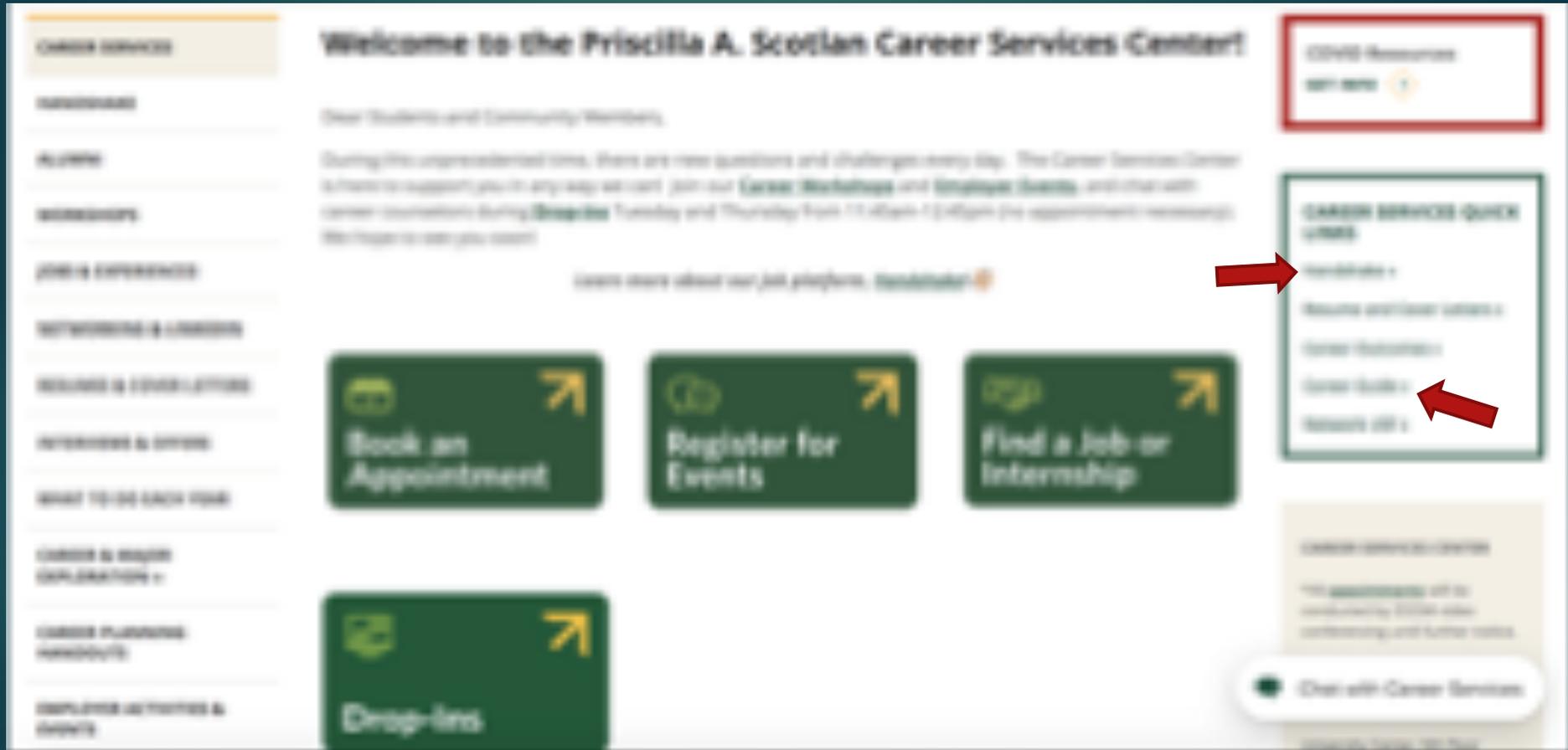
Drop-Ins – Quick 15 minute questions

Tuesday & Thursday from 11:45 a.m. - 12:45 p.m.

Zoom link: <https://usfca.zoom.us/j/85497370482>

Career Services Website

myusf.usfca.edu/csc



Inside the Career Guide: Resume & Cover Letter Samples, Building a LinkedIn Profile and Network, Informational Interview Advice, Interview Tips, Salary Negotiation, and so much more!

Handshake

Handshake is our online career management platform.

Upload your Resume, Search and Apply for over 13,000 Jobs and Internships,
Research Employers, Read Student Reviews,
Register for Workshops & Events, and
Schedule Career Counseling Appointments.



Access [Handshake](#)

Career Services Spring 2021 Workshops

Crafting Your Career Mindset Towards Social Equity

Wednesday, April 21st 2021

5:00 PM - 6:00 PM

Register [HERE](#)

Last Chance for Internships

Thursday, April 22nd 2021

11:45 am - 12:45 pm

Register [HERE](#)

How To Ace The Interview In 30 Minutes!

Wednesday, April 28th 2021

5:00 pm - 5:30 pm

Register [HERE](#)

[Check Handshake for a full list of events and workshops](#)



Career and Major Exploration

Picking a Major vs. Career

80 percent of college **students change their major** at least once. **Some students change their majors as many** as six times before they decide on a career. - National Center for Education Statistics

Your major doesn't always equal a career.

Take a Career Assessment

[Focus Assessment](#) is free 24/7! It assesses your

Personality, Interests, Skills, and Values. Takes an hour to complete.

Make an [appointment with a Career Counselor](#) to go over the results!

Researching Majors: [What Can I Do With This Major](#), [Explore Your Path](#)

Researching Careers: [O*Net Online](#), [LinkedIn Alumni Tool](#)

Networking

Building your network

What is Networking?

Networking is about building connections that can provide you with advice and contacts, which can help you make informed career decisions. Networking can sometimes lead to finding unadvertised jobs/internships.

Who do you Network with?

Family, Friends, Classmates, Former Supervisors or Co-workers, Club Members, Professors, USF Alumni, Professional Association Members.

Building your network

Networking Tools

[Network USF](#) , [LinkedIn Alumni Tool](#) , [Handshake](#)

Networking Tips

- ▶ [Complete your profile](#)
- ▶ For LinkedIn – Have at least 10 connections (ex. Classmates, Professors, Friends, Family) before you reach out to people you don't know
- ▶ [Sample questions to ask \(on page 48\) once you get a phone or Zoom meeting](#)

Networking Tips (cont.)

- ▶ When connecting with people you know on LinkedIn, remind them where you met or how you know them in the connection request note
- ▶ Build relationships by staying in contact your connections either on LinkedIn or through email
 - ▶ Ask them how they are doing, update them on your progress (ex. when you are about to graduate and thank them for their help, when you find a job/internship especially if they gave you advice, provided a reference, or helped you make a connection)
- ▶ Like, comment, congratulate them on their LinkedIn posts
- ▶ Invite them to go get coffee/tea/juice or a virtual chat to catch up
- ▶ Offer to help them (networking is not one-sided)

What to say?

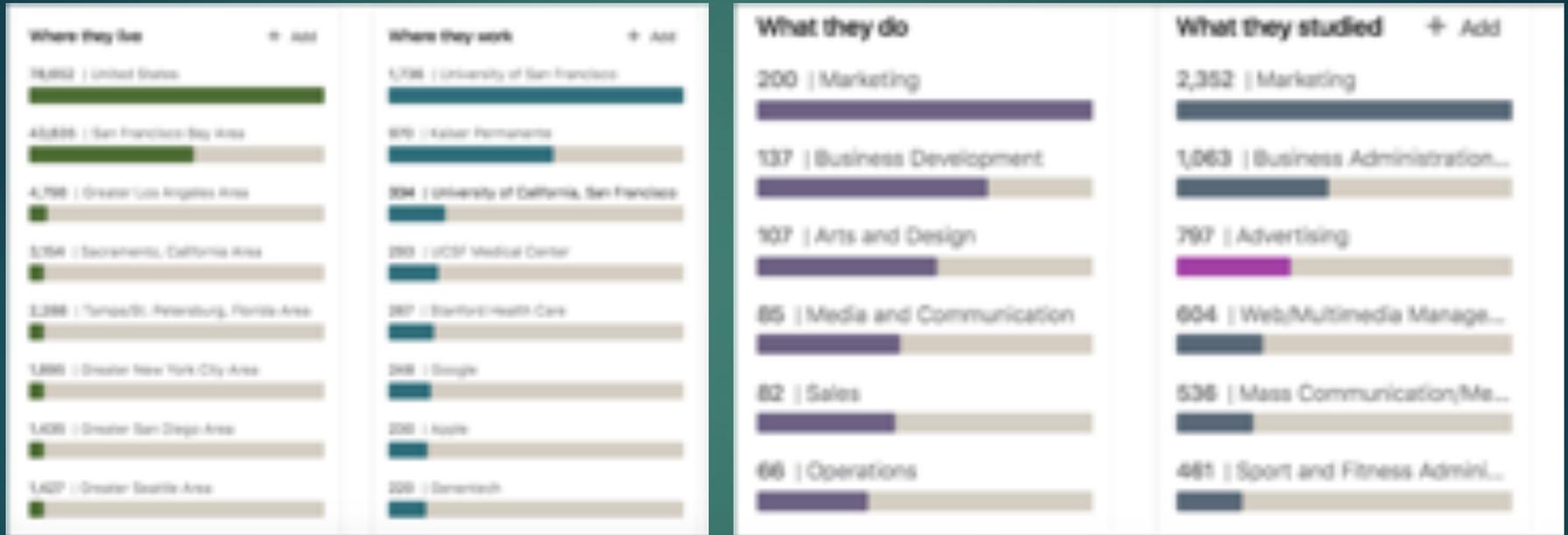
Adding connections on LinkedIn (You don't need a premium account):

- ▶ Always personalize your request with a note!
- ▶ Mention how you know them or your shared connection:
 - ▶ Mutual friend
 - ▶ Members of the same group
 - ▶ They went to USF
 - ▶ Met at a networking event

*If you don't know them, mention something about their profile, blog, and/or career that interests you or you have in common.

LinkedIn Alumni Tool

Find USF Alumni [HERE](#)

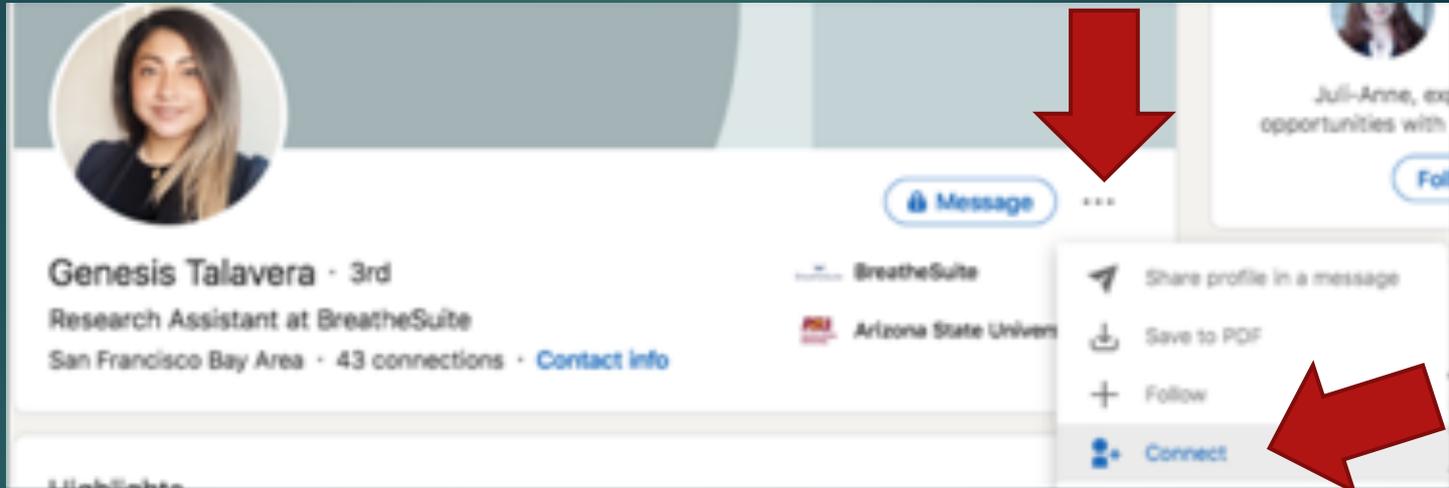


Find out where USF graduates are working now:

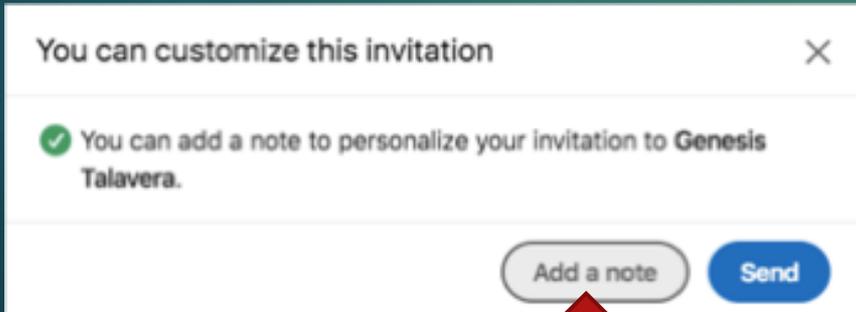
- ▶ Search alumni working in your major/career field of interest
- ▶ See their career path (how they got started)
- ▶ Contact them for an informational interview (Click on connect and add a note!)

What to say?

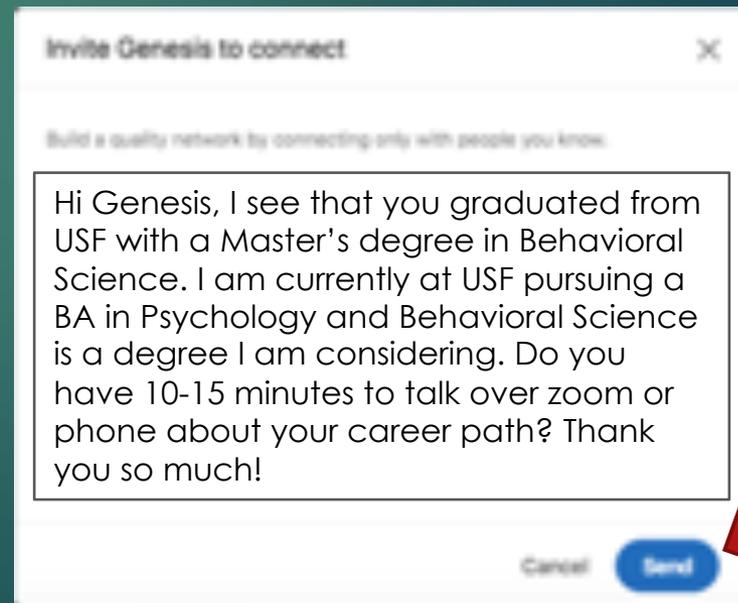
Step 1



Step 2

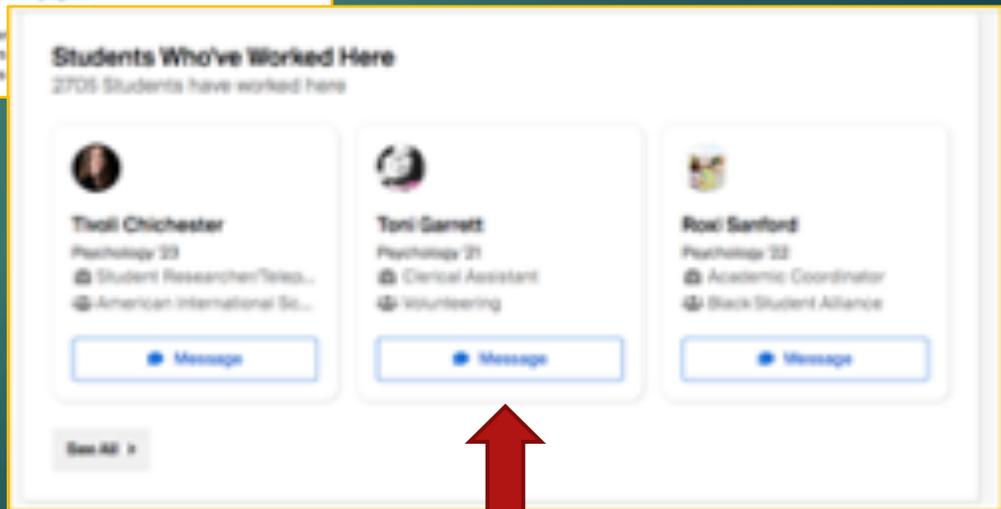
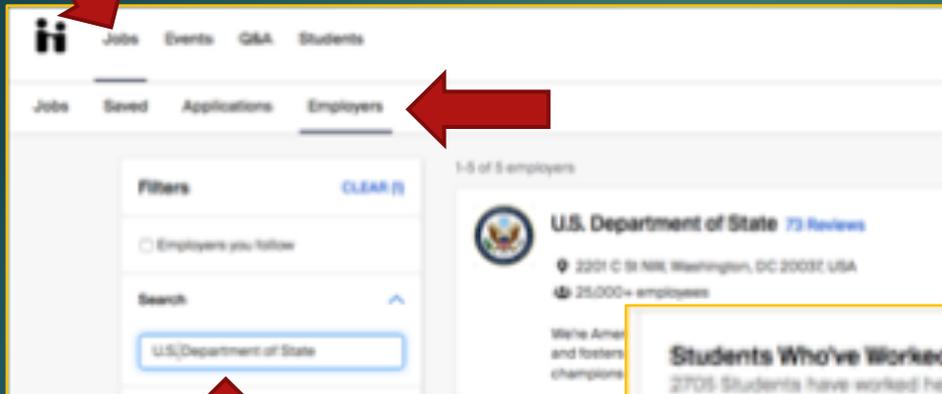


Step 3



Networking on Handshake

Message students from all over the US that have worked/interned at companies that you are interested in:



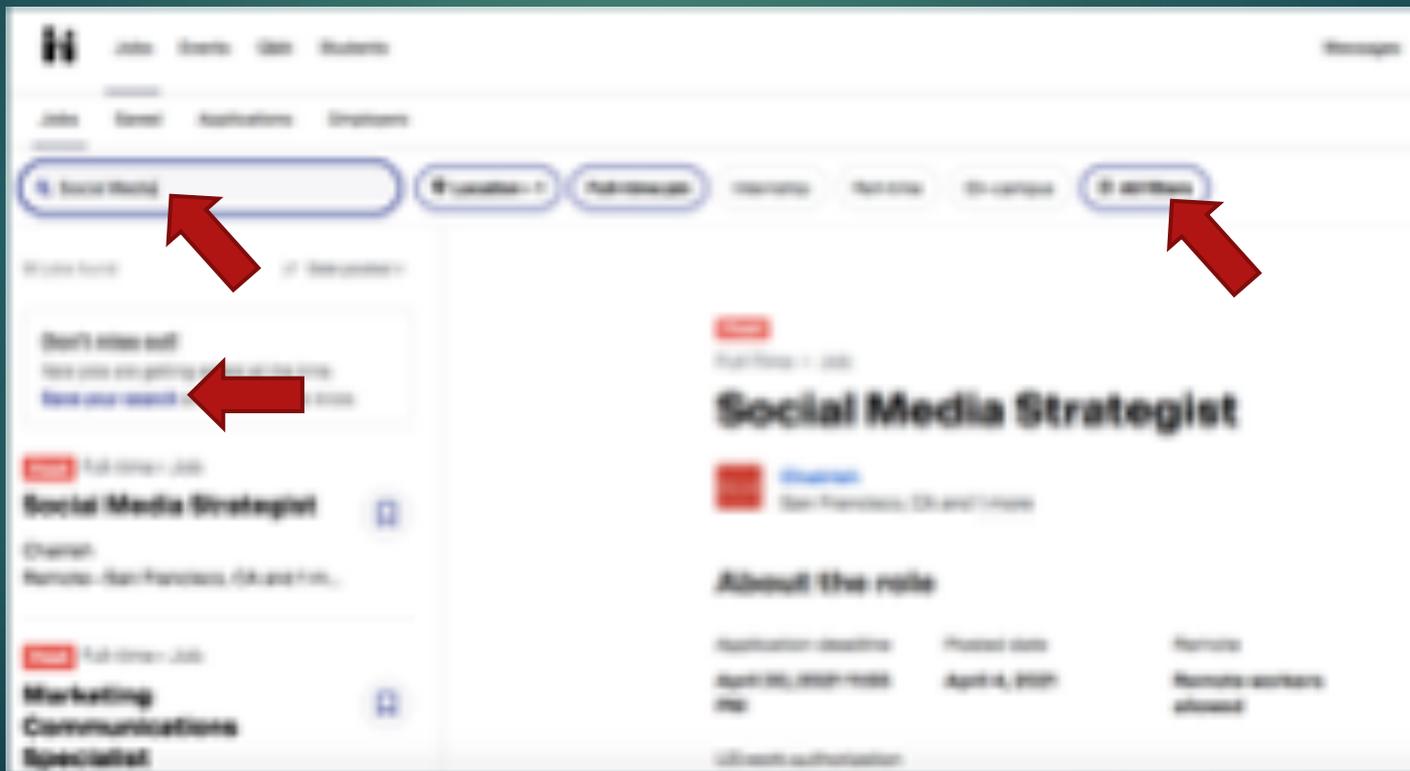


Finding a Job or Internship

Finding a Job or Internship

Start with Handshake!

- ▶ Companies advertise their jobs and internships with us because they are interested in USF students
- ▶ **Utilize the filters** and add keywords
- ▶ **Create a saved search** (receive daily or weekly emails when jobs of internships are added to Handshake – **100's of jobs and internships are added daily!**)



More Internships

After Handshake explore [UCAN](#) for 1,200+ more internships!

U CAN
INTERN

Sign In

Please enter your username and password.

Username
(your email address)

Password

Sign In

[Forgot Password](#)

By clicking Sign In, you agree that your use of the system is governed by your institution's privacy policies and our [Privacy Policy and Terms](#)

Get started:

Go to the [UCAN](#) website
Click on Forgot Password



What counts as Experience?

Gaining Experience

Don't forget to highlight academic and personal projects on your resume

Join a club

- (take on a leadership role or offer help in the career field that interests you – ex. Social Media, Accounting, Management)

Volunteer

- Volunteer for a cause you care about – offer to help them out in an area that interests you.

Work on-campus

- Gain experience working in an office on-campus, be a teacher's assistant, get involved in research

Part-time Jobs

- Gain experience working part-time while going to school

Build SKILLS to add to your resume
on LinkedIn Learning for FREE while you are a student

Interviewing

Interviewing

(Practice, Practice, Practice)

General Interview Advice (Starting on Page 50)

Schedule a **mock interview** appointment with a Career Counselor via [Handshake](#)

Practice by yourself with [Big Interview](#)

▶ **First Time Users:** Use Organizational Code **DONS**

Salary negotiation

Salary negotiation is an important part of your job search and career management. According to CNBC, neglecting to negotiate your salary can be a costly mistake that adds up to \$750,000 (!) or more in lost income over the course of your career.

[Detailed Salary Negotiation Advice on page 62](#)

- ▶ **Know your Value/Qualifications** (Experience, Skills, Education, Credentials)
- ▶ **Research** (Payscale.com, Salary.com, Glassdoor.com)
- ▶ **Try to get a potential employer to make an offer first**
- ▶ **Practice what to say with a Career Counselor!**
 - Sample negotiation conversation starters on [page 63](#)
- ▶ **Recognize a fair offer when you see one**
 - If the offer falls within the competitive market rate and is reflective of your level of experience, realize that some offers are reasonable and leave little need to negotiate

Any Questions?



Contact Us

Hours: M-F, 8:30am-5pm

415-422-6216

careerservices@usfca.edu

<https://myusf.usfca.edu/csc>

Appointment types: Zoom

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