



UNIVERSITY OF
SAN FRANCISCO

Priscilla A. Scotlan
Career Services Center



Career Services Overview

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

[USF Career Guide](#)





**We're here to
help you.**

Resources Available Online

Career Services Website: <https://myusf.usfca.edu/csc>

myUSF

STUDENT SERVICES ACADEMIC RESOURCES CAMPUS LIFE SCHOOLS + CENTERS OFFICES

LOG IN

CAREER SERVICES

HANDSHAKE

CAREER OUTCOMES

CAREER RESOURCES »

CAREER PLANNING CHECKLIST

CAREER & MAJOR EXPLORATION »

CAREER PLANNING HANDOUTS

INTERVIEWS AND OFFERS

Ask A Recruiter

GET LINKEDIN

EMPLOYER RECRUITING EVENTS & ACTIVITIES »

Welcome to the Priscilla A. Scotlan Career Services Center!

Dear Students and Community Members,

During this unprecedented time, there are new questions and challenges every day. The Career Services Center is here to support you in any way we can! Join our [Career Workshops](#) and [Employer Events](#), and chat with career counselors during [Open Office Hours](#) Mon-Fri from 12-1pm (no appointment necessary). We hope to see you soon!

Learn more about our job platform, [Handshake!](#)

COVID Resources
GET INFO »

CAREER SERVICES QUICK LINKS

- Handshake »
- Resume and Cover Letters »
- Career Outcomes »
- Career Guide »
- Network USF (previously Dons Helping Dons) »

OUR OFFICE IS OPEN DURING WINTER BREAK! NO DROP-INS, BUT TAKING APPOINTMENTS. CLOSED 12/24-1/3.

Book an Appointment

Register for Events

Find a Job or Internship

CAREER SERVICES CENTER

*All appointments will be conducted by ZOOM video conferencing until further notice.

* Office hours are subject to

Career Services Spring 2021 Events

JOB FEST

(Services Careers Session)

Tuesday, February 23th

11:30am – 2:00pm

Virtual Event

[Register on Handshake](#)

JOB FEST

(Business Session)

Thursday, February 25th

11:30am – 2:00pm

Virtual Event

[Register on Handshake](#)

Career Pop-ins on Zoom

[Accounting Careers](#) – 2/2, 11:30am - 1:00pm

[Social Media Careers](#) – 3/11, 11:30am -1:30pm

[Finance & Analytics Careers](#) – 4/1, 11:30am -1:30pm

[Sustainability & Environmental Careers](#) – 4/15, 11:30am -1:30pm

Career Services Spring 2021 Workshops

JOB FEST Prep Workshops

- [Tuesday, February 16, 11:45am-12:45pm](#)
- [Monday, February 22, 5:00pm-6:00pm](#)

Resume 101

- [Thursday, January 28, 11:45am – 12:45pm](#)

Using Storytelling in Your Job Search

- [Thursday, March 25, 11:45am – 12:45pm](#)

Last Chance for Internships

- [Thursday, April 22, 11:45am – 12:45pm](#)

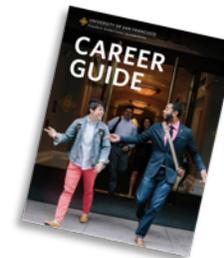
[Check Handshake for a full list of workshops](#)

Key Marketing Documents

- ◆ **Resume** (Add keywords/skills from the job description)
- ◆ **Cover Letter** (No generic cover letters – this is your opportunity to say why you want to work for their specific company)
- ◆ **LinkedIn Profile**
- ◆ **References** (Ask in advance and follow-up before submitting their names)
- ◆ **Thank You Email** (Send after an interview – within 48 hours)

Schedule an appointment with a Career Counselor to
have your documents reviewed

Samples available in our USF Career Guide



Job searching during the pandemic



It's going to be okay.

Take a step back to re-align your expectations.

I'd advise students to keep their head up. Many employees are now working remotely and may have additional time to do virtual networking or video meetings to share more about their experience, career path or advice.

SHAE OTSUKA, TESLA

COVID-19 and Industries Affected

Job losses in restaurants, bars, hotels, travel, and entertainment venues, while most other sectors are still adding workers. – U.S. Labor Department

Industries doing well:

Game Companies	Healthcare Providers	Solar Industry
Big Retail Stores	Tech Companies	Home Fitness
Behavioral Health Providers	Streaming Services	Delivery Services

Employer Hiring Update

- ◆ Who is hiring?
 - › Find out from [LinkedIn](#) & [levels](#).
- ◆ Who isn't hiring?
 - › Live updates from [Candor here](#).
- ◆ Who is hiring remotely?
 - › Find remote or virtual jobs/internships on Handshake, Internship Exchange, and at [covintern.com](#)
 - › Get matched to opportunities and support at [OnwardCA.org](#)

Any Experience is Good Experience

- ◆ Build out your portfolio
- ◆ Skill-building
 - › LinkedIn Learning
 - › Transferrable skills from jobs/internships
- ◆ Leverage your network
- ◆ San Francisco has year-round opportunities

What You Can Do



- ◆ USF Career Guide

- Resume, Cover Letter, LinkedIn Profile samples, Interview advice, and so much more!!!

- ◆ Utilize Handshake

- Complete your profile
- Network with other students (USF and other universities)
- Search for opportunities using keywords **REMOTE** or **VIRTUAL**

- ◆ Widen your horizons and think long-term

Searching for Jobs on Handshake

The screenshot shows the Handshake job search interface. At the top, there are navigation links for 'Jobs', 'Events', 'Q&A', and 'Students'. On the right, there are links for 'Messages' and 'Career Center'. Below the navigation, there are tabs for 'Jobs', 'Saved', 'Applications', and 'Employers'. A search bar contains the text 'Remote'. To the right of the search bar are filter buttons for 'Location', 'Full-time job', 'Internship', 'Part-time', 'On-campus', and 'All filters'. The search results show 599 jobs found. A notification box says 'Don't miss out! New jobs are getting added all the time. Save your search and be the first to know.' The first job listing is for 'Account Manager' at L.J. Ross Associates, Inc. in Jackson, MI. The second job listing is for 'Data Processor' at L.J. Ross Associates, Inc. in Jackson, MI. The detailed view for the 'Account Manager' job shows it is a 'Fresh' 'Full-Time + Job' listing. The employer is 'L.J. Ross Associates, Inc.' in 'Jackson, MI'. The 'About the role' section includes a table with the following information:

Application deadline	Posted date	Estimated salary
February 11, 2021 9:00 PM	January 12, 2021	\$15.00 Per hour

Additional information includes 'US work authorization' and a 'Download' button.

Join Network USF

Build your USF Community

The Networking Hub offers alumni and students the opportunity to connect with one another for career conversations anywhere, at any time.

Use the Networking Hub as your one stop for connecting with USF Alumni online:

- Alumni can offer career advice through topical meetings with students or connect with fellow alumni for their own professional development goals
- Students can request to receive career advice through topical meetings with alumni
- All users can expand their own professional and social networks
- Alumni can find alumni in their region, former classmates, and alumni with a shared USF experience

Access Here: [Network USF](#)

Practice Your Pitch

Hi! My name is _____ and I'm a (First or Second-Year/Junior/Senior/Graduate student) studying _____.

I'm interested in _____.

In my last internship/job/class project, I was able to gain experience in _____.

I know your company specializes in _____. I would be very interested in hearing more about _____.

More examples in our [Career Guide](#)



**Make a *Virtual*
First Impression**

Polish your Professional Brand

◆ LinkedIn

- Polish your [LinkedIn Profile](#)
- Connect and [Network with USF Alumni](#)
- Follow [Influencers](#) and [Companies](#)

◆ Create your own website

- Weebly, Wix, Squarespace, Adobe Portfolio (*with Creative Cloud*)

Skill up and Practice Interviewing

- ◆ **Skill up to stand out with [LinkedIn Learning](#)**
 - › FREE for USF students through myUSF
 - › Earn badges for your LinkedIn Profile

- ◆ **Practice your Interviewing Skills**
 - › **NEW!** [Big Interview](#): online, on-demand interview practice tool. Choose from hundreds of questions across many industries and professions.
 - › [Virtual Interview Tips](#)
 - › Setup a 1:1 Mock Interview with a counselor on [Handshake](#)

Breathe and Practice Self Care

◆ Free resources to help students

- At-home workout classes from Peloton, Tonal, Core Power Yoga, & more.
- Guided meditations from Headspace & Ten Percent Happier
- Audiobooks from Audible

◆ USF Counseling & Psychological Services

- Virtual [Anxiety Toolbox](#) and [self-help resources](#)
- CAPS available to you only while classes are in session so don't wait to make your appointment
- Counseling may not be available for students in all states

Continue networking and continue reaching out. Play the long game and know that it may take a while to get to your "dream job" and it is okay to detour.

ERIKA CRUZ, IDEO



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Questions