

College To Career JOURNAL

101 Thought-Provoking Ways to Help You Land the Job of Your Dreams

JOHN P. DOYLE







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➤ Introduction – How to Use This Book <

Congratulations, you've completed your college journey. Now what do you do? How do you turn your degree into a career? This guide has the information you need to get started on the journey from college to career.

Securing a job is a job in itself, and one that many of us are not prepared properly for upon leaving our college or university. Job hunting and interviewing are specialized skills that can be likened to muscles that need to be developed and toned over time. This journal is designed to help you build your career-searching muscles through a series of exercises and thought provoking questions. It is designed as an open book test, providing you the necessary skills and confidence to feel more comfortable and certain of your career ahead.

What you'll get from this guide:

- What to include in your resume and cover letter
- How to prepare for an interview
- How to answer behavioral interview questions
- Over forty sample interview questions
- How to build your network

You can begin to use the journal anytime during your college career, but no later than the start of your junior year. Your answers can be written on each page. Upon completion, you will be amazed when you see all the answers to the test. Your career search will become smoother, building your confidence and making you feel more comfortable and certain of what lies ahead. Put some time into each section and think about your answers. The more preparation you put in now will increase your brand and more importantly, earning potential.

We wish you the best of luck in your career search.

Your journey begins now!









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1

Resume Preparation

Resumes are the roadmap of the past eight years of your life and need to be written to tell your life story. Unfortunately, your recent relative work experiences cannot tell the interviewer your story regarding the successes and impact you will make in their company. However, involvement in clubs, organizations, sports, and philanthropic causes are a solid indication to the hiring manager of the type of person you are. Companies hiring entry-level positions look for all of these activities that define your character and brand. Therefore, it is critical when preparing your resume to emphasize all your accomplishments in these areas.



Resume Preparation

2

Career Objective

Your career aspiration defines your goals and objectives. It is the defining declaration of how you will be branding your talent to a prospective employer. So, what talent and value can you bring to the hiring manager? Is your talent unique? Will it catch the eye of the search engine or hiring manager reviewing your resume? Be specific, including your experiences that are relative to the position. Provide timelines and dates that you would like to see your objectives accomplished.

In the space below, make notes on possible career objectives.

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