

Your First Professional Position

Finding your first professional position

Get Organized

- Set a goal on the type of position you want and create resumes to match
- Research the industry you want to work in
- Check company websites, not just help-wanted ads, and don't forget small businesses
- Review your social media imprint to ensure it reflects a professional image

Network

- Create a complete LinkedIn profile
- Get out there and make sure people know you will soon be entering the job market
- Follow up with new contacts, connect through LinkedIn
- Keep notes of who you have contacted and when

Make a Good Impression

- Address your cover letter to the correct person; call HR to ask who to address it to if it is not listed
- Dress to impress when networking and interviewing
- Explain what you can do for the company in your cover letter and interviews
- Check out the interview tip sheet at the Career Services Office
- Follow up with a hand-written thank you

Succeeding in your first professional position

Learn

- Get to know the preferences and expectations of your immediate supervisor
- Work with your supervisor to develop a professional development plan

Connect

- Introduce yourself to as many co-workers as possible and learn what they do
- Offer to help others if you have time
- Seek out potential mentors
- Affiliate with positive people and avoid complainers and slackers
- Be a team player
- Join national and regional professional groups associated with your field
- Keep in touch with professors, mentors, coaches, and supervisors

Impress

- Arrive early
- Provide your boss with updates on the status of your projects
- Solicit feedback periodically and respond positively to constructive criticism
- Do not miss work unless absolutely necessary
- Approach every task with enthusiasm and attention to detail



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