

# JUNIOR: PREPARATION

*Success always comes when preparation meets opportunity.*

— Henry Hartman

## 1. Envision the Finish Line

- Develop a plan for junior year. Re-assess career goals including alternative career plans.
- Read and complete the checklist for **Sophomores**.
- Take a Work Values Inventory to determine what areas you consider important. See [http://www.morris.umn.edu/services/career/career\\_planning/valquestion.php](http://www.morris.umn.edu/services/career/career_planning/valquestion.php) and <http://www.usd.edu/trio/tut/time/workinv.html>.
- Update your Career Services registration materials and Griz eRecruiting account at <http://www.umn.edu/career/recruiting/ermain.htm>.

## 2. Create a "Brand" for Yourself: Apply Marketing Principles – You Are the Product

- Write and practice two personal commercials (a 15 second and 30 second version); develop a personal introduction. For help with this, go to <http://www.business.umn.edu/career/>.
- Participate in SoBA resume and cover letter critiques and mock interviews – continue to hone your resume and cover letter writing and interviewing skills.
- Participate in a videotaped mock interview at Career Services. Watch for bad habits that distract, receive critical feedback on your answers, etc. Call 406.243.2022 to schedule an appointment.
- Read about business ethics and understand the issues. MGMT 440, Business Ethics, is a great elective for any business student.

### 3. 5 P's of Marketing – Entering into the Business World: Product, People, Promotion, Price, Place

- Familiarize yourself with and adopt business protocols.
- Learn dining etiquette and professional dress through SoBA workshops – select and purchase appropriate professional business career and interview clothing. See <http://www.business.umt.edu/career/>.

### 4. Search For the Hidden Market

- Learn how to understand and find the hidden job market.
- Using the Internet to find a job – how to effectively do business, job and salary research on the web. Researching information such as job titles, job descriptions, and which types of organizations hire positions you are interested in. BUT, don't waste a lot of time applying to jobs online through huge databases; it's the "black hole" of job searching.
- Research two potential industries/organizations and write a summary paper on each. Examine how they fit with your values, interests, and skills. Talk with people in those fields.
- Research two potential job descriptions and write tailored application (resume and cover letter) for them. Have a faculty member and mentor in the field critique.

### 5. Who do you know? Conducting Informational Interviews

- Make a list of network contacts – minimum of 10, 15 preferred. Network through **informational** interviews with professionals in your chosen fields. Find out what you need to get into that field, what the career paths are, what a day in that job would be like, etc.
- See [http://www.quintcareers.com/informational\\_interviewing.html](http://www.quintcareers.com/informational_interviewing.html) for information on Informational Interviewing.

### 6. Sell It!

- Develop marketable skills and enhancements to your degree. Add them to your resume, cover letter, and interview answers.
- Review and practice sample interview questions. See <http://jobsearch.about.com/od/interviewquestionsanswers/a/toughquest.htm>.
- Make a check-list of marketable skills you'll need in your chosen field: computer skills (programming, spreadsheets, database management, email, Internet); quantitative skills (accounting, statistics,); communication skills (writing, public speaking); marketing (sales, publicity, fundraising); scientific skills (lab skills, research, technical writing); foreign language; leadership skills (extracurricular leadership roles, teamwork, time management, supervisory); etc.

## 7. Find a Mentor

- Conduct an informational interview with two alumni mentors from the Ask-An-Alum program and write up the results. Remember to send a thank you card. See <http://www.ito.umt.edu/askalum/>.
- Acquire work experience through a part-time job while in school or a summer job. Purchase interview attire and make sure it fits properly and is comfortable.
- Finalize Personal Marketing Portfolio.
- Attend career and part-time job fairs, networking events, and employer information sessions. Learn as much as you can about as many employers as possible. See [www.umt.edu/career](http://www.umt.edu/career) and <http://www.business.umt.edu/career/>.
- Attend employer panel and recent alum presentations in classes – receive “in the trenches” advice from recent grads and hiring managers.

## 8. Moving Ahead

- If you are considering a graduate program, begin contacting graduate schools for additional information and noting application deadlines. Register to take the appropriate graduate exam at UM testing Services. Prepare a graduate school essay, take a practice test in the Office of Career Services and meet with a counselor to discuss and review your application materials for graduate school.
- For summer – obtain an internship or career-related experience to gain professional skills. Purchase interview attire and make sure it fits properly and is comfortable.
- Take a position of leadership in a campus club or community organization. Contact the Center for Leadership Development to ask about leadership programs. Volunteer. Get involved, develop and hone new skills and meet potential networking contacts and employers.
- Update your account with Griz eRecruiting at [www.umt.edu/career/recruiting/ermain.htm](http://www.umt.edu/career/recruiting/ermain.htm) and submit your updated resume, cover letter, and transcripts online. Continue to update this information as you complete coursework or have additional work experience. If you save a search on Griz, it will automatically send you information when jobs and internships you are interested in are posted.
- Read at least one book on internships or research a specific employer by using the Internet or resources available in the Career Resource Library.