



Step Four: Pursue

Goals for the Strategic Job Search

- Implement a diverse strategy for your job search and utilize the variety of services and resources available through the CSO.
- Start the process early and make it a priority in your senior year schedule.
- Seek opportunities that directly align with your career goals (i.e., networking, employer site visits, on- and off-campus job fairs, CSO programs).
- Continue to develop your skills to make yourself marketable in the job search.

Checklist

___ Attend the **Senior Career Program** offered by the CSO at the beginning of the school year which will provide you with helpful career advice and information. Pick up your free **Senior Padfolio** at the event!

___ Focus on polishing your key marketing pieces. Update your **resume** to reflect your summer job/internship experience. Draft **targeted cover letters** to specific orgs. Secure **references and/or recommendation letters** from faculty, staff, or former employers who can attest to your qualifications.

___ Attend the annual fall **Career Fair** to explore a variety of full-time positions and organizations that align with your skills, interests and values.

____View info regarding a **strategic job search** (under "Students", "Planning Your Future" and "Pursue"), as well as other helpful resources on the CSO's website: **www.gcc.edu/cso**.

Career Management

The mission of the Grove City College Career Services Office is to guide students in their realization and pursuit of God's calling for their lives. Our program helps students to identify their interests, talents and abilities during their freshman year and then build a four-year strategy to pursue a satisfying career.

The Four Step Process

- Self-Assessment
- Career Exploration
- Career Decision
- Strategic Job Search

____ Sign-up for one of the CSO's many **mock interview** opportunities and/or schedule an appointment with a career counselor as your prepare for job or graduate school interviews.

___ Research employers related to your occupational field. Use Career Services' web resources, including **Vault, CareerBeam**, and **Current Jobs for Graduates**, to assist you.

___ Prepare contact lists of friends, faculty, and family you can contact regarding available openings, possible employers and additional referrals. Utilize the **Alumni Directory** and **LinkedIn** for increased networking opportunities. For more information about LinkedIn and building a strong online brand, go to our "Social Media" section on our website under "Advice and Preparation".

___ Explore **graduate and professional school** options. Learn of application deadlines and exam dates. Check out the CSO's website and various print resources for graduate school guidance.

___ Pursue leads through on-campus interviews, job listings, and job fairs (found on **JobGrove**). JobGrove is one of many tools the CSO offers for your job search. We recommend utilizing other strategies (i.e., online job sites, company websites) in your job search. **Schedule an appointment** with a career counselor to discuss an individualized job search approach.

___ Utilize the CSO's resources on **evaluating job offers** and **salary information**.

Contact the CSO if you have questions or would like to schedule an appointment! (career@gcc.edu • 724-458-3371)