

Freshman Year

Learn Yourself, Be Yourself

- At college, you start to see more parts of your personality.
- Employers hire people who know themselves because their behavior is more predictable.
- Live up to your own potential by discovering who you are.

Take Action

- Visit 16personalities.com and take the Meyers Briggs Type Inventory.
- Visit strengthsfinder.com, or buy Strengths Finder 2.0 and take the inventory.
- Print off your results and bring them to your appointment with Career Services.

Personality Types at Work

- Understand who you are, so you can get a job that fits you.
- Most interviewers ask strength and weakness questions. Knowing yourself helps you answer well.
- If a job fits your strengths and personality 60 percent of the time, it is a great job.

Personality Types at Work

- When your job makes you excited, you are probably using your strengths.
- If your job takes energy from you, you are probably using a learned skill.
- Usually, the best you can hope for is a 60/40 split between being energized and losing energy.
- The better you know yourself, the better you'll do job searching.

Your Career

- Most graduates today will have 5 to 8 different jobs.
- Each job gives you more experience.
- Seek to stay at a job at least a year, but always learn wherever you are to prepare for what's next.
- All of your jobs added together equals your career.

Your Goal

- Write out your ideas for your future.
- Often someone with life experience can give valuable insight.
- Talk to the Career Services office, or a professor, your pastor, or a friend.
- Career Services can help you talk to someone who does what you want to do.

Your Goal

- Learn about organizations that are doing what you want to do.
- Email someone there and ask about their job.
- An informational interview is a great way to gain information and learn how to reach your goal.
- The Career Services Center will help you schedule an informational interview.

Your Major

- Look at current majors in the catalog and match your major to your goal.
- Career Services can help match your career idea with a major.
- Also, the Career Center can help you choose a PCM and internship so you can reach your goal.

Your Resume

- List your experiences from the present back, describing your tasks and accomplishments.
- Use verbs to start the descriptions .
- Put your name at the top, along with your cell phone number and email.
- Put your education into the resume.
- Triple check your resume for errors and then save it as a pdf.

References

- Ask three people who know you, have seen you work, and will speak positively about you.
- Let them know that you are looking for a job and someone may contact them.
- Stay in touch with your references, let them know what you get, and thank them.

Applying for a Job

- Talk to people, find out who is hiring.
- Apply online, or get applications. Dress business casual.
- Set a goal of how many applications you will finish every day until you get hired.
- Communicate what you like about the job on the application.
- Your resume and application must be error free.

On-Campus Jobs

- Hiring happens before and just after semester breaks.
- Login to your my.moody portal, click on your campus tab and then find the link for On-Campus Jobs.
- Talk to any friends who work on campus and see if they would refer you to their boss.
- On the Chicago Campus, Facilities and Food Service do the most hiring.

Off-Campus Jobs

- Hiring happens before and just after semester breaks.
- Go to careerfinder.moody.edu and register as a student.
- Talk to any friends who work off campus and see if they would refer you to their boss.
- Look for jobs here that are similar to what you have done before so your experience helps you.

Summer Jobs

- Sometimes the easiest job to get is one you've done before.
- Work at a Christian camp or ministry, or on campus.
- Look for a job or internship that is a forward step toward what you want to do after graduation.
- Use your connections to find a job.
- Hiring for summer on-campus jobs happens after Spring Break.

Career Services

- No matter what kind of job you want, Career Services helps you prepare.
- Make an appointment with Patrick Friedline, the Associate Dean of Career Services.
- Email patrick.friedline@moody.edu with options for when you can meet.
- Call (312) 329-4414 to make a phone appointment.
- Use Lifesize for a video call.