

Your job search may require at least six months and a significant commitment of time and energy. You may decide to conduct your entire job search during your final year of school; however the most effective job searches are those developed over the course of your college career. Take steps now to guarantee your career success.

1. **Learn More About Yourself:** Identify your accomplishments, values, goals, strengths, and weaknesses. Recognize the qualities and skills you possess that employers are seeking. Take the career assessments available through OSU Career Services and Career Resources.
2. **Start a Career Folder:** Include articles, clippings, notes, suggestions from others, goals, etc.
3. **Identify Your Career Resources:** OSU Career Services offices are located in every college across campus. These College Career Consultants and their personnel are available as resources for you. Additionally, you will find Career Consultants in the OSU Career Services office, located at 360 Student Union. Check hireosugrads.com for more information related to your needs.
4. **Develop Communication Skills:** Take advantage of opportunities to develop your written and oral communication skills, both in class and through extracurricular activities. Joining student organizations, holding leadership roles, and working at part-time jobs and internships are all practical ways to develop these skills.
5. **Develop Leadership and Teamwork Skills:** Join professional organizations and take an active role in leading extracurricular or volunteer activities. Be a mentor.
6. **Build Your Professional Network:** Professors, alumni, mentors, classmates, Career Fair contacts, speakers at seminars, and people you meet along the way can all become members of your network. Keep records of all contacts and stay in touch with people in your network. Actively look for additional opportunities to get to know people in your field of study.
7. **Attend Career Fairs:** Introduce yourself to recruiters, collect business cards and company literature, and exchange your own business cards with recruiters. Student business cards may be purchased from OSU Career Services. These methods are an excellent way to research numerous employers and establish contacts.
8. **Get Job Experience Before You Graduate:** Make a conscious effort to obtain meaningful experiences by finding internships, co-ops, summer jobs, part-time jobs, and volunteer work to prepare you for life after college. Any experience can be valuable; however, experience related to your major is a better indicator of early success.
9. **Prepare for the Job Search Now:** Create your résumé and have it critiqued by your College Career Consultant. Remember to update it continuously. Develop a plan of how you will gain experience in areas needing growth. Assemble a list of references. Begin interviewing well ahead of graduation – the practice will pay off when the right opportunity comes along.
10. **Believe in Yourself:** Realize that you are a valuable asset to any organization. Do not underestimate your knowledge and talents by overestimating those of someone else.