GETTING STARTED & STAYING CONNECTED

☐ Get acquainted with the McIntire School community! Faculty, staff, alumni and your classmates are great resources for information!

☐ We encourage you to take advantage of the many CCS Fall Program Workshops that will be available for your participation. Mark your calendars now for events and programs you’d like to participate in!

☐ Check your email, the Commerce Career Portal (https://career.commerce.virginia.edu/) the LCD screens & the McIntire Master Calendar (https://www.commerce.virginia.edu/events) to stay in the loop regarding upcoming programs, events, and workshops. Note that any changes to the workshop schedule and new events will be posted on the portal and sent to you via a weekly email so it is imperative that you stay connected!

☐ Become familiar with the CCS website! A wealth of informational on all aspects of career development is housed there, including your job search. (www.commerce.virginia.edu/career-services)

RESUME & COVER LETTERS

☐ Craft an exceptional resume!
  o Start with our handout, “Resume Writing Tips and Samples,” found under the Career Development section. https://www.commerce.virginia.edu/career-services/resume-writing
  o Attend our Preparing Your Professional Toolkit (Resumes/Cover Letters/Networking Emails/Elevator Speech) program on Wednesday, Aug. 26, beginning at 5 p.m. in Room 123.
  o Make sure your resume includes your summer work experience, any changes in your contact information, and the fact that you are now a Candidate for M.S. in Accounting with a May 2016 graduation date.

☐ Have your resume reviewed by a career counselor during walk-in hours or by appointment.
  o Walk-in hours: Mondays, 2-4 p.m.; Tuesdays, 11 a.m.-1 p.m.; Thursdays, 2-4 p.m.; Fridays*, 1-3 p.m. (*starting Sept. 18).

☐ Have your resume reviewed by an employer. Check the portal and your email for information on employers who will be conducting resume reviews through our Employer-in-Residence program.

☐ Make sure your resume is on CAVLink! And be on the lookout for an email if you want to be included in the ON-LINE RESUME BOOK that will be provided to employer participants of Commerce Career Day.

☐ Create compelling cover letters.
  o Start with our handout in the Cover Letter section of our website, create a draft, and have a career counselor review it. https://www.commerce.virginia.edu/career-services/cover-letter-writing
  o Your cover letter should serve as a bridge between your resume and the job description. In your first paragraph discuss, why them? In your second paragraph discuss, why you? In your third paragraph, make the connection.
  o Remember that a cover letter is a writing sample and is not simply a repeat of information on your resume. Be personable yet professional, concise yet informative, and confident yet humble.

☐ Dress appropriately for career-related activities. Learn the differences between business, business casual and casual attire. Visit our website for more information. https://www.commerce.virginia.edu/career-services/library
PREPARE FOR COMMERCE CAREER DAY Career Fair & Panel Discussions

☐ Rehearse your 30-second personal introduction and handshake in preparation for career fairs and other networking opportunities.

☐ Volunteer to be a STUDENT HOST for Commerce Career Day! This is an excellent way to network with employers! An email & portal post with additional details will follow in early September.

☐ Check out the employers who will be attending and research the companies you are interested in pursuing. A database of participating employers is available on the CCS website.
  o Be prepared to discuss their company and what you can do for them! Here are some tips on how to research companies: http://www.quintcareers.com/researching_companies_guide.html

☐ Attend the Commerce Career Day Panel Discussions, Tuesday, Sept. 15, beginning at 5:00 p.m. in various classrooms throughout Rouss & Robertson Halls.

ATTEND COMMERCE CAREER DAY PANELS TUESDAY, SEPT. 15, IN RRH & THE CAREER FAIR WEDNESDAY, SEPT. 16, AT JOHN PAUL JONES ARENA!

JOB SEARCH RESOURCES

☐ Register on CAVLink (if you haven’t already done so), create/update your profile, and upload your resume!
  o You have already received an email with instructions on how to register and activate your account.

☐ Consider taking your job search Off-Grounds:
  o Explore jobs, companies, industries and more using any of the excellent online resources available to you via the CCS Website. Use your McIntire computing ID and password to access Vault, CareerShift and Going Global: https://www.commerce.virginia.edu/career-services/career-development. (Click on “Protected Online Resources” on the left-hand sidebar.)

NETWORKING

☐ Employer-Sponsored Information Sessions.
  o Be on the lookout for portal posts and emails from Commerce Career Services, alerting you as to when employers will be visiting the McIntire School of Commerce.
  o Check out the University Career Center/CavLink Calendar for information on employers who will be presenting to the entire University of Virginia community. http://career.virginia.edu/cavlink
  o Go to these information sessions prepared! Most are business casual. Take a copy of your resume and introduce yourself at the end of the session. These are excellent networking opportunities.

☐ Attend Employer-in-Residence Coffee Networking events and Resume Reviews on the second floor of Rouss & Robertson Halls.
  o Be on the lookout for portal posts & emails announcing dates, times, and employers.
  o In addition, check out the calendar on our website, and be on the lookout for portal posts, serving as a reminder or an announcement of any changes to the schedule.

☐ Create and utilize a LinkedIn profile to connect with peers, alumni, and others as you work towards developing your professional profile. LinkedIn has a student portal that has postings for internships and full time positions. http://www.linkedin.com/studentjobs
Network with UVA Alumni using the Alumni Directory. Click on “Careers & Connect” and then, “Alumni Directory.” http://alumni.virginia.edu/. Cross reference this information with LinkedIn to ensure you have the most up to date information!

INTERVIEW PREPARATION

☐ Attend the Behavioral Interviewing Workshop, “Acing Interviews”, Wednesday, Sept. 9, 5 p.m. in Room 120.

☐ Participate in a Mock Interview
  - Schedule a mock interview with an employer through the Commerce Career Portal. Sign-ups begin Monday, Aug. 24, at 6 p.m. Check your email for additional information.
  - Schedule a mock interview with a career counselor. Call the front desk to schedule your session! 434-924-7986

☐ Send a thank-you note after EVERY interview (mock or actual)! This point cannot be emphasized enough! We generally recommend that you send an email within 24 hours; an additional thank-you via a hand-written note is often appreciated. Thank-you notes are incredibly important and can make a difference!

SOCIAL MEDIA

☐ If you are on Twitter, follow companies you are interested in. The tweets can provide excellent insights into the culture, direction and news related to the company. Follow Tom Fitch, Associate Dean for Career Services & Employer Relations (http://twitter.com/tomfUVA), and the CCS feed (https://twitter.com/CommerceUVA) to stay informed about the latest job search strategies.

☐ “Like” Commerce Career Services on Facebook for information on job postings, relevant events and job search tips. https://www.facebook.com/CommerceUVA

☐ Bookmark the Commerce Career Portal (https://career.commerce.virginia.edu/) to stay in the loop on all CCS events, CavLink deadline reminders, tips from counselors, alumni interviews and exclusive job postings.

HANDLING AN OFFER

☐ Analyze job offers based on your goals and values. Read the CCS Handout, “Evaluating A Job Offer” https://www.commerce.virginia.edu/career-services/evaluating-job-offer-and. Visit the CCS office for counseling on employment decisions and negotiations and let us know about your progress and how we can help you attain your goals!

FINAL THOUGHTS

- Be sure to take advantage of the rich alumni network for both UVA and McIntire. In doing so, be sure you are an information seeker, not a job seeker!
- Commerce Career Services is here to help no matter where you are in your career development journey!
- We have a dedicated team that is excited to get to know you and help you work toward your career goals.
- Ask us questions! If you need assistance, feel free to walk into the office, call or email anytime!