

# Top 10 Career Strategies for Freshmen and Sophomores

You control your career destiny! Just going to class and picking up your diploma after four years doesn't cut it. You need to become active on and off campus.

Becoming marketable to employers or graduate schools is a four-year job. Here are the top 10 things you can do during college to make yourself marketable at job-search time.

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**Keep your grades up**—Employers and graduate schools want candidates with good grades. Doing well academically not only proves that you have a good knowledge base, but indicates a strong work ethic—a trait that employers value. Visit Concordia University's **tutoring services**:  
Sharon Walker, Director [Sharon.walker@cui.edu](mailto:Sharon.walker@cui.edu) (949) 214-3036  
Location: Student Success Center  
**Website:** <https://www.cui.edu/studentlife/tutoring>



## 2 Identify your interests, skills, values, and personal characteristics—

The first step in deciding on a major and clarify your career goals is to go through a process of self-assessment. Visit your career center and take advantage of the self-assessment instruments it has to offer.

Take an assessment test: **FOCUS2** - You will take this assessment in your VIRTUES AND VOCATIONS Freshman Seminar

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**Actively explore career options**—Actively exploring careers means talking with professionals in occupations of interest and observing professionals on the job. Your career center probably has alumni and other volunteers who are willing to talk to you about their careers. **Sign up on CUI Connect**  
Also, attend any career expos, career fairs, and career speaker panels that are offered. *What can I do with this major?*

<http://www.cui.edu/studentlife/career-services/Index.aspx?id=19588>



**Become active in extracurricular activities and clubs**—Active involvement in activities and clubs on campus is highly valued by employers and graduate schools. Become a leader, hold an office, or coordinate an event. You will develop your skills in leadership and teamwork—skills that recruiters covet!

View Concordia's clubs and organizations:

<http://www.cui.edu/admissions/undergraduate/community/Get-Involved.aspx> <http://www.abbeywest.org/>

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**Get involved in community service**—It's important that you begin to understand and appreciate the importance of giving back to your community. Recruiters love to see that you've volunteered to help in your community. *Learn about service opportunities:* <http://www.cui.edu/StudentLife/Student-Leadership.aspx>



**Develop your computer skills**—Take advantage of the computer courses and workshops your college offers. You can also learn a lot by just experimenting with different software packages on your own.

The Importance of Computer Skills: Excell:

[https://www.youtube.com/watch?v=lxq\\_46nY43g](https://www.youtube.com/watch?v=lxq_46nY43g)

Microsoft Word: <https://www.youtube.com/watch?v=uRRvNGHAd8>

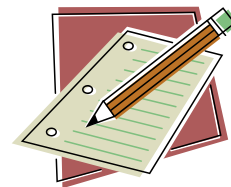
Goggle Docs: <https://www.youtube.com/watch?v=OBITNezSmLY>

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**Develop your writing skills**—Over and over, company and graduate school recruiters complain about the lack of writing skills among college graduates. Don't avoid classes that are writing intensive. Work at developing your writing skills. Visit the writing center on campus, have them take a look at your papers from time to time. Remember, the first impression you give to recruiters is typically your cover letter or personal statement.

Visit the *Writing Studio*: <https://www.cui.edu/studentlife/writing-studio>



**Complete at least one internship in your chosen career field**—More and more, internships are the springboards to employment. Many recruiters say that when they need to fill entry-level jobs, they look for internship experience. In addition to making yourself more marketable, internships also are a great way to explore careers and determine whether or not certain careers are for you. When you work for a company as an intern for three to four months, you get a really good feel for whether the field (and company) is one in which you want to work day in and day out!

Check out [www.cuicareers.com](http://www.cuicareers.com)

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**Gain an appreciation of diversity through study abroad, foreign languages, and courses**—We are now, more than ever, working within a global work force. For you to be successful at work and in your life, you must stretch yourself, and learn about people and cultures different than yours. Take advantage of the wonderful study-abroad opportunities, mission trips, and courses relating to diversity. This is your time to travel! Most people find it harder to take time to travel as they begin their careers and start families.

**Study abroad opportunities:**

<https://www.cui.edu/admissions/undergraduate/academics/study-abroad>



Freshman  
SOPHOMORE  
Junior  
SENIOR

**Use your career center all four years**—Your college career center can help you throughout your entire college career. Here is just a sampling of what your career center can help you do:

- Choose your major and career direction
- Explore career options
- Obtain an internship
- Write a resume and cover letter
- Develop your interviewing skills
- Identify your skills, interests, and values
- Develop a job-search or graduate school plan
- Connect you with prospective employers (career fairs, on-campus events and more)

Victoria Jaffe, Director  
(949) 214-3042  
[victoria.jaffe@cui.edu](mailto:victoria.jaffe@cui.edu)

8:00 a.m.-4:30 p.m.

Location: Student Success Center (SSC)

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Career Planning – It's always your next move~ start planning now!

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