

Career Checklist for Soon to Be History

How to Utilize Career Services

- Visit the Career Services Office (CC 322) to schedule an appointment with a Career Counselor to discuss your particular job search/grad school/career counseling needs
- Stop by the **CHRISTIAN CAREER FAIR** (in early April)

Job Search Tools

- Identify skills, experiences, projects, abilities, etc you would like include on a resume or use in an interview setting
- Expect a job search to take an average of 6 months or more until you find a job
- Explore the Career Services website for updated information on job openings and other web tools (www.bethel.edu/CareerServices)
- Draft a copy of your resume or CV and have a Career Services staff member review it
- Ask faculty, mentors, and supervisors to act as references
- Identify potential job openings and career options using the Career Services Library which includes books and industry publications like the Twin Cities Business Journal and the United Way First Call for Help
- Network and conduct one or two Information Interviews
- Apply for jobs using a variety of resources, go on interviews, and follow up with phone calls and thank you letters

Transition Issues

- Determine a budget for your first year out of college—what debts will you have and what salary will you need? Use the salary calculator to determine changes in cost of living (www.homefair.com; www.careerbuilder.com/JobSeeker/SalaryCalculator.htm)
- Decide if you will you relocate. If so, where? Check out the local Chamber of Commerce for information on the area and organizations/businesses/churches in the area.
- Accept an offer, relocate, & start your first job

Websites

Career Advice/General Information

www.jobweb.com
<http://online.onetcenter.org>
www.iseek.org
www.black-collegian.com
www.careeronestop.org

Job Postings

www.bethel.edu/CareerServices
www.historians.org
www.aaslh.org
www.oah.org
www.archivists.org
www.aam-us.org
www.socialservice.com
www.mncn.org
www.iseek.org

Grad School Info

www.gradschools.com
www.petersons.com/gradchannel/
www.lsac.org
www.gre.org
www.cgsnet.org
www.usnews.com/edu/
www.review.com
www.finaid.org