

SPARTA TRACK | Career Plan for Students

Follow the SpartaTrack Career Plan to learn about your career interests, explore your career options, gain experience, and prepare to launch your job search. Find essential career preparation resources on our website: www.sjsu.edu/careercenter

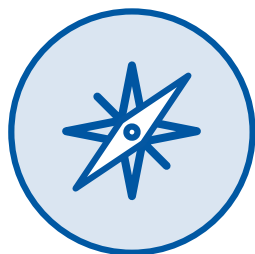
EXPLORE



EXPERIENCE



LAUNCH



1 EXPLORE MAJORS/ CAREERS

EXPLORE MAJORS/CAREERS

- Take [self-assessments](#) on purpose, interests, values, and personality such as the Truity Holland [Career Code](#) and Myers-Briggs [Personality](#) inventories (free) to identify major and career options
- Watch a [Spartan's Guide to Picking a Major](#) to consider major options that may be a good fit for you
- Explore the [What Can I Do With This Major?](#) resource to see how majors connect to career options
- Research in-depth career profiles using the [O*Net online database](#)
- Prepare questions to conduct [informational interviews](#) with industry professionals to get career advice and learn about different career paths
- Be sure to explore majors and interest areas
- [Get involved](#) on campus to develop explore interests and develop transferable skills



2 RESUME/ COVER LETTER

RESUMES/COVER LETTERS

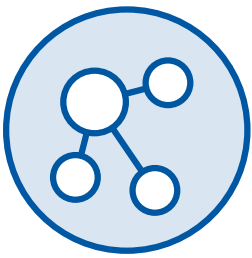
- See sample [resumes by college](#)
- Watch "[Resume 101 Videos](#)"
- View "[Resume Outline](#)" handout for an example of what to include on your resume
- View [Resume Samples by Career Interest](#)
- Learn how to write a persuasive [cover letter](#) to send with an application
- Review [Accomplishment Statement handout](#)
- Review top [transferable skills](#) that employers seek on a resume



3 FIND A JOB/ INTERNSHIP

FIND A JOB/INTERNSHIP

- Complete your profile on [SJSU Handshake](#), the Career Center's job/internship database, and start applying to positions that are of interest to you
- Review job/internship search [websites](#) to find additional employment opportunities
- Find global opportunities using the [GoinGlobal](#) database, which contains country-specific career and employment resources for more than 80 locations
- Review our employer [connection](#) events that take place on - campus



4 NETWORKING

NETWORKING

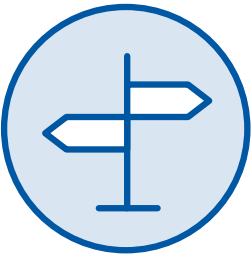
- Learn about the [benefits of networking](#) when searching for jobs and internships
- Check out our [list of online communities](#) to find new contacts and networking opportunities
- Attend events listed in our [program calendar](#) to meet employers
- Use the [conversation starter handout](#) to learn how to connect with employers and highlight your strengths
- Understand [professional etiquette](#) before interacting with employers
- Watch our [LinkedIn webinar](#) to learn about building a strong profile and successfully networking online



5 INTERVIEWING

INTERVIEWING

- Learn about the different [types of interviews](#) common in the recruitment process
- Understand how to [research employers](#) to prepare for an interview
- Practice answering the different [types of interview questions](#) you may be asked
- Learn what the [STAR method](#) is and how you can use it to effectively respond to tough questions
- Consider appropriate [interview attire](#) to wear
- Learn about interview [etiquette](#): what to do before, during and after an interview
- Access [Big Interview](#), an online tool for practicing and recording your interview responses to discuss with a career consultant



6 CONSIDERING AN OFFER

CONSIDERING AN OFFER

- Explore the factors involved when [evaluating a job offer](#)
- Take a look at our [salary resources](#) to help you prepare to negotiate an offer
- Learn about your [rights and responsibilities](#) as a job seeker
- Share your successes and contribute to the success of future Spartans by completing our [First Destination Survey](#)
- Continue to build your network by joining the [SJSU Alumni Association](#)

CONTACT US

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