Most students come to SJSU to develop the knowledge and skills that will enable them to grow their career prospects. Along with your academic preparations, invest some time each semester to help you realize your career aspirations. 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 MAJORS/CAREERS

sjtu.edu/careercenter/students/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
- Get involved on campus to develop skills transferable to the workplace
- Watch a Spartan’s Guide to Picking a Major to consider major options that may be a good fit for you
- Fill out a Pre-Appointment Worksheet and schedule an appointment in SpartaJobs with a career consultant to discuss major possibilities
- 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
- Considering graduate school? Check out our graduate school resources

FIND A JOB/INTERNSHIP

sjtu.edu/careercenter/students/find-a-job-internship

- Complete your profile on SpartaJobs, the Career Center’s job/internship database, and start applying to positions that are of interest to you
- Watch the SpartaJobs profile and job search videos (2 minutes)
- Leverage what you learn in class toward relevant career preparation by reviewing our Curriculum to Career handout
- 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 resources on the Job/Internship Fairs page to learn how to connect successfully with employers

RESUMES/COVER LETTERS

sjtu.edu/careercenter/students/find-a-job-internship/resumes-cover-letters

- See sample resumes by college
- Watch our video on how to write effective accomplishment statements
- Find a comprehensive list of action verbs to start your accomplishment statements
- Consider the top attributes employers want to see on a resume and profile
- Review the University Learning Goals to continually enhance your resume and profile with new experiences and transferable skills
- Learn how to write a persuasive cover letter to send with an application
- Review portfolio resources to showcase your projects and accomplishments in multimedia format
- Develop your personal brand by using social media in a professional and ethical manner
NETWORKING
sjsu.edu/careercenter/students/find-a-job-internship/networking
- Learn about the benefits of networking when searching for jobs and internships
- Understand professional etiquette before interacting with employers
- Use the conversation starter handout to learn how to connect with employers and highlight your strengths
- Attend events listed in our program calendar to meet employers
- Find professional journals and associations to build your network
- Check out our list of online communities to find new contacts and networking opportunities
- Watch our LinkedIn webinar to learn about building a strong profile and successfully networking online

INTERVIEWING
sjsu.edu/careercenter/students/find-a-job-internship/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

RECEIVING AN OFFER
sjsu.edu/careercenter/students/receiving-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
ADM Rm. 154
ADM Rm. 255 (accessible)
408.924.6031
careerhelp@sjsu.edu

CAREER RESOURCES
Available 24/7 @ www.sjsu.edu/careercenter
Check out the Career Center’s website for virtual resources to assist you in your career preparation and job/internship search.

SJSU | CAREER CENTER
Career Center programs are provided without regard to race, color, religion, origin, sex, sexual orientation, marital status, age and/or disability. Reasonable accommodations for persons with disabilities available with prior notice. Call for assistance: 408.924.6031

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