BUSINESS CAREER SERVICES CAREER SEMESTER PLAN

VCU School of Business Career Services

Start Here! | Resumé building and reviews | Career Fair preparation | Business Career Fair | Coffee breaks and Information Sessions | Interview preparation | On campus interviews | Get the job or internship!

WEEK 1 → WEEK 4 → WEEK 6 → WEEK 15

1. GET STARTED!

Take the first steps

- ☐ Set up profile in **HireVCURams**
- ☐ Review electronic guides for resumé, cover letter and LinkedIn
- ☐ Create draft of resumé, cover letter and LinkedIn account
- ☐ Research career paths
- ☐ Schedule appointment with Career Counselor

2. GET CRITIQUED!

Attend a Resumé Workshop

- ☐ Create first draft of resumé
- ☐ Take advantage of **Resumé Express** to receive a resumé critique from employers
- ☐ Check in with Career Counselor

3. GET READY!

Start prepping for the Career Fair

- ☐ Attend the **How to Work a Career Fair** presentation
- ☐ Review and practice elevator pitch
- ☐ **Networking 101**
- ☐ Research employers
- ☐ **Dress for Success**
- ☐ Create plan of action to navigate the Career Fair
- ☐ Check in with Career Counselor
- ☐ Attend **Black & Gold Academy**

4. GET OUT THERE!

Attend the Business Career Fair

- ☐ Network with 90+ employers
- ☐ Collect business cards and distribute resumés

5. GET NETWORKING!

Take Advantage of Coffee Breaks & Information Sessions

- ☐ Network and learn more about the employer
- ☐ Discover job and internship opportunities
- ☐ Network! Network! Network!
- ☐ Check in with Career Counselor

6. GET PREPARED!

Attend a Behavioral Interview Workshop

- ☐ Learn how to prepare for behavioral interviewing using STAR method
- ☐ Practice answers
- ☐ Understand core themes

Participate in Mock Interviews

- ☐ One-on-one practice with employers
- ☐ Network with employers
- ☐ Get direct feedback on strengthing your skills
- ☐ Check in with Career Counselor

7. GET INTERVIEWED!

Put it all together

- ☐ Apply what you learned to impress employers during on campus interviews
- ☐ Check in with Career Counselor

8. GET HIRED!

Keep us informed!
Tell us about your offers!

- ☐ **EMAIL:** **buscareer@vcu.edu**
  OR
- ☐ **CALL:** **804.827.1801**
  OR
- ☐ **VISIT:** **Snead Hall B1102**

MEET WITH A CAREER COUNSELOR EARLY AND OFTEN!

At any point in the semester, a Career Counselor will be happy to:

- ☐ Show you how to apply for jobs and interships using HireVCURams and Business Blog
- ☐ Review and upload documents in HireVCURams: resumé, cover letter and transcripts
- ☐ Help you create successful job search strategies
- ☐ Critique your LinkedIn profile