YOUR CAREER TOOLKIT UNIV

Before beginning your job or internship search, you need to assemble your "toolkit" of essential career pursuit assets to help ensure that your search is a success! Each item plays a critical role.



Your personal brand is the unique combination of your education, experience, skills, talents and personal interests/passions that defines who you are and why you'd be a valuable addition to an organization.
Review your resume Your resume is often an employer's first experience with you as a candidate. It's very important to showcase your relevant experience and skills and to tailor your resume to each specific role or opportunity!
Craft your cover letter Your cover letter is an opportunity to provide the lens through which your resume is viewed. It's your opportunity to summarize why you're a strong candidate— the specific skills, experience and personal passion that aligns with the qualifications outlined in the job description.
Create a LinkedIn profile Your LinkedIn profile allows you unique opportunities to showcase your brand and to be active in the world's largest professional social networking platform.
Build connections Building your professional network is critical to career success, and it's never too soon to make it a priority. Seek informational interviews, attend networking events, or connect via DePaul's Alumni Sharing Knowledge program.
Practice interviewing Interviewing is a skill, and practice makes perfect. Come to the career center to hone your interviewing skills.
Start your search Be confident about your distinctions as a candidate and get out there!

