Dear

The Career Services staff extends you a warm welcome to Southwestern! You may be meeting us in your First Year Seminar class or see us in your other classes during the first couple weeks of school. If you haven’t yet heard of Career Services (or even if you have!), you may be thinking, “I just got to SU - I don’t need to be thinking about careers yet!” However, career development is a life-long, ongoing process that is intimately interconnected with your college academic and extracurricular experiences. Take a look at the attached checklist to find out what steps you can take now to put you on the road to future success!

In your first couple of years on campus, you will be exploring different majors and finding your niche in campus and community organizations. Career Services offers several self-assessment tools to explore your personality, interests, abilities and values. A Career Services staff member can help you interpret the assessments. Just call (512) 863-1346 (x1346 on campus) to set up an appointment.

Our Resource Center offers you extensive print resources to explore academic and career options. We are located in the McCook-Crain Building, next to the Kyle E. White Religious Activities Center. From the convenience of your room, 24 hours a day, you can also access our comprehensive website (www.southwestern.edu/careers) for information and links. PirateLink, our web-based resume referral partner, features job and internships postings. You can also upload a draft of your resume, and we will critique it for you.

On Wednesday, August 27, we invite you to an event tailored especially for you: “First-Year 411.” Drop by our office between 5 - 6:30 p.m. for free pizza, meet us in person and get a brief look at all of our resources and services. The following Fall programs can also assist you in your career planning and development:

- Careers and Caffeine (drop-in career advising) – September 3, 24; October 15; November 5
- Wednesday Wisdom (drop-in internship advising) – September 10; October 22; November 12
- Resumania – September 16
- Back to the Future: Alumni Perspectives on Internships – September 26
- Making a Living, Making a Difference - October 7
- Mock Interviews - October 16
- Careers in Education - October 21
- Careers in Accounting - October 23
- Introducing National Instruments - October 24
- Accommodating Careers - October 28
- Careers in Psychology - October 28
- Careers in Politics - October 31
- Etiquette Dinner - November 12

Keep an eye on your e-mail for news from Career Services, as we will also be reminding you about upcoming events and other opportunities.

The bottom line is we are ready to help you reach your career goals, and we look forward to the day when you will be another Southwestern Success Story!

Sincerely,

Roger A. Young    Alexandra Anderson    Maria Kruger ‘91
Director of Career Services    Associate Director of Career Services    Internship Coordinator
My First-Year
Career Development Checklist

Explore Your Academic Interests
☐ Talk to your advisor, professors and peers about majors that interest you
☐ Experience a variety of courses
☐ Research career options at Career Services' Resource Center and website (www.southwestern.edu/careers)
☐ Pick up “Major Possibilities” brochures for any of the SU majors at Career Services

Learn About Yourself
☐ Take self-assessment inventories at Career Services (Myers-Briggs Type Indicator, Strong Interest Inventory, Career Values Card Sort, SkillScan)

Acquire Marketable Skills
☐ Learn balance and time management
☐ Develop good study skills (many employers consider your grades)
☐ Acquire computer skills and learn a foreign language
☐ Read for pleasure to sharpen vocabulary skills

Get Involved
☐ Develop leadership, teamwork, problem solving and communication skills by participating in campus organizations, events and volunteer work
☐ Get to know faculty and staff
☐ Attend class and participate

Secure a Summer Job/Internship
☐ Start looking in Fall!
☐ Develop a preliminary resume to update all four years and use web-based "SU PirateLink" to search for positions and network with alumni and parents
☐ Attend career/internship fairs, network with professionals in fields that interest you and explore opportunities in your home town

Take Care of Yourself
☐ Eat well, exercise and sleep
☐ Limit employment to 10-15 hrs/wk