

## Prepare Now for Life After SCC

- 1. Develop a Professional Network** – Get to know instructors, internship and co-op supervisors, fellow classmates...anyone that might be able to help connect you to employment opportunities in the future.
- 2. Use the Placement Office...EARLY** – Hopefully you have been working with the Placement Office since your first quarter at SCC. If not, now is the time to start! Placement wants to help you land the perfect job, so please use all of the resources and connections they have to offer.
- 3. With the help of the Placement Office, Prepare a New Resume** - Let the Placement Office help you make certain you have your work history, education, and skills all combined into one powerful resume.
- 4. Work on Your Cover Letter** – While you should tailor each cover letter to the job you are applying for, you can get a good basic cover letter written. You can always add to and take away from that cover letter as needed for specific positions.
- 5. Gather References** – You should have 3-5 strong references that you can easily give to employers when asked. Sometimes having a strong reference can mean the difference between getting the job or not. Make certain you have the name, job title, telephone number, and email address for each reference.
- 6. Practice for Interviews** – The best way to do something well is to practice. Practice your interview skills by reviewing likely questions (and your answers) in advance. Schedule a mock interview with the Placement Office as well.
- 7. Do Your Research** – If you know what industry you want to land in, do research on companies that hire in that area. Once you have interviews scheduled, find out as much as you can online about the company. In interviews you will always be asked if you have questions. Be prepared and have questions in mind, but don't make them questions that could be easily answered by reviewing an organization's website.
- 8. Clean Up Your Social Media** – Many employers are now looking for a history of who you are and how you communicate and behave online. It's easy for employers to eliminate candidates by viewing how they portray themselves online. Take whatever steps you can to make yourself look responsible in this forum.
- 9. Keep Borrowing to a Minimum and Determine How Much You Owe in Student Loans** – The less you borrow in college the more options you'll have after graduation. You don't want to have to make your employment decisions based on salary alone! Most student loans begin repayment six months after graduation. You want to be prepared to begin making payments when they are due. Never ignore correspondence from your student loan servicer because you could miss important information and payment deadline. Defaulting on student loans is not a great way to begin the next chapter of your life.
- 10. If You Are Planning to Go On Directly For More Education** – You should be in touch with the school you plan to transfer to EARLY! Know their application deadline and requirements. Be aware of what will and will not transfer. Once you're admitted, sign up for an early orientation session, if required, so that you can get the best schedule possible.