



CAREER SERVICES

Job-searching steps

Step 1

- Determine what kind of job you want, the industry in which you would like to work, and what qualifications you have to match those.

Step 2

- Make an appointment with the Director of Student Support and Career Services (DSSCS) for a pre-job search advising session.

Step 3

- Use the Career resource packet to prepare your resume, cover letter, and reference sheet. Have them critiqued by the DSSCS.

Step 4

- Start looking! Review job listings, attend university-sponsored career events, begin to network with possible employers, and research opportunities

Step 5

- Narrow your search. Decide which opportunities you want to pursue. Gather necessary application information, deadlines, etc

Step 6

- Complete Applications, send out resumes, cover letters, and references. Follow-up with phone calls or visits

Step 7

- Practice your interviewing skills. Make an appointment with the DSSCS to conduct a Mock Interview

Step 8

- Interview with Employers!

Step 9

- Send Thank You notes to employers

Step 10

- Decide which position suits you best, if you have multiple offers. Accept the one that best serves the experiences you want.

To make an appointment, contact Joydel Trail at joydel.trail@icci.edu.ky