



## How does the Office of Career Management help me find a job?

If you decide to engage one of our career consultants for help in facilitating your job search, we will work with you to design to an action plan that meets your individual needs. After developing an understanding of your goals and professional aspirations, we can help you work through any of the components of a successful job search. The primary components of the job search process include:

- *Self Assessment*: learning how to leverage your strengths and minimizing any obstacles created by your weaknesses
- *Research*: identifying the economic sectors where you want to work and the organizations that meet your criteria for job satisfaction
- *Search strategy*: prioritizing your target organizations and making the best use of the time you have available for job search
- *Networking*: meeting people who can provide you with information and opportunity
- *Tools*: writing effective resumes and cover letters
- *Interviewing skills*: honing your effectiveness in traditional, behavioral, case, telephone and informational interviews
- *Negotiating*: ensuring you get the best offers possible and minimizing the risk of being under-valued
- *Decision-making*: determining which opportunities are best suited to your professional and personal goals

The Office of Career Management can help you with any or all the components of the job search by:

- Nurturing contacts with employers and alumni who have a track record of hiring or networking with CGU students
- Providing you with access to materials, databases and websites that are a source of career information and job leads
- Engaging in a consultative relationship with you that is highly individualized and flexible, depending upon which aspects of the job search are most important to your success