

YOUR CAREER TOOLKIT



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.



- Know your brand** 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!

Start with depaul.joinhandshake.com, [linkedin.com](https://www.linkedin.com), [indeed.com](https://www.indeed.com) or [glassdoor.com](https://www.glassdoor.com)