**COVER**

**10 Tips to Land Your Dream Career After Brooklyn College**

Magner Career Center

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brooklyn.cuny.edu/magner

During your time at Brooklyn College you will have to make two important decisions: What to study and what to do after you graduate? This handbook and our short online orientation <http://tinyurl.com/magnerorientation> are your first tools to help build a connection between your academic experience and career path. Based on the experiences of fellow students we’ve compiled a list of top 10 tips that you can use to begin planning your career.

**1. What Do You Really Want to Do?**

Finding out what you really want to do is crucial to your success. About 80 percent of students change their major at least once, according to the National Center for Education Statistics. Figuring out how to combine what you are great at with what you love to do, and obtain a degree that reflects your knowledge, skills, and interests is one way of ensuring a successful, fulfilling career.

*Don’t guess—make informed decisions.*

* Learn more about yourself and the skills that can make you stand out. Take the Color Q Assessment to determine your personality type: <http://tinyurl.com/careermatchworksheet>
* Attend the “Choosing Your Ideal Major: What can you do with it?” workshop. Bring your Color Q results with you.
* Make an appointment to meet with a counselor to discuss your career options and interests.

**2. Build a Strong Network**

Getting advice from alumni working in an area of your interests in invaluable. We can connect you with successful alumni from top organizations, including Ernst & Young, KPMG, HBO, NY Knicks, Johnson and Johnson, Teach for America, NY Methodist Hospital, Estee Lauder, JPMorgan, and the Peace Corp.

● Be visible: Attend student and alumni networking nights

● Be active: Participate in Alumni and Career Panels, Company Visits and Luncheons

● Get Connected: Participate in our Alumni Mentor program:<http://tinyurl.com/BPRPresentation>

● Get LinkedIn: Magner Career Center Linkedin Group:<https://www.linkedin.com/groups/3141809> and

learn how to navigate LinkedIn successfully https://students.linkedin.com/

**3. Start Planning Early!**

Students who access the Magner Career Center early get details on who is hiring, when they are hiring, and importantly, what they look for in top candidates. *Giving yourself between six to twelve months in advance will increase your chances of landing an internship or a job.*

● Research companies and industries through Vault to get in depth knowledge: [**http://tinyurl.com/magnervault**](http://tinyurl.com/magnervault)

Participate in our job/internship fairs, as well as other off-campus fairs.

● Attend any information sessions, internship panel and/ or workshops hosted by industry professionals.

● Access thousands of internships and job postings on Hire BC **(**go to the career section of

portal.brooklyn.cuny.edu).

● Learn how to identify legitimate job postings: http://tinyurl.com/employerredflags

**4. Tell Your Story.**

Fact: Recruiters look at resumes for 6.5 seconds. We can help you get employers to notice yours and put you in the “yes” column as a potential candidate

● Dive into our resume and cover letter guide:<http://tinyurl.com/ResumeAssistance>

● Register for resume and job search 101 workshops on the career section of portal.brooklyn.cuny.edu

● Drop in for one-on-one reviews: Monday: 11:30 – 1, Tuesday: 3:30 – 4:30 and 5:30 – 6:30, Wednesday:

11:30 – 1 and 5:30 – 6:30, Thursday: 3 – 4:30.

**5. Make a Great First Impression.**

Selling yourself in person is an art form and practice makes perfect! If you have an interview or networking event coming up, we can help you.

* Attend our interview preparation workshops (register in the career section of portal.brooklyn.cuny.edu)
* Review our interview guide <http://tinyurl.com/magnerinterviewguide>, guide to interact with employers tinyurl.com/magnerinterviewtips and dress for success guide http://tinyurl.com/attiretips
* Prepare for your interview by meeting with a career coach for a mock interview
* Get connected with alumni who work at the company you will be interviewing with. First, complete the Building Professional Relationships Workshops: <http://tinyurl.com/BPRPresentation>

**6. Develop Relevant Experience.**

Students who complete three or more internships are twice as likely to receive a full-time offer than those who only did one internship and 48% intern before their junior year. Keep up with your competition! Complete at least two internships before you graduate.

* We conduct internship panels every semester! Past participating companies include Lincoln Center, Colgate Palmolive, KPMG, NY1 News, Harper Collins, Discovery, NYC School Foods, United Nations and more.
* Make Hire BC your friend: Our database contains thousands of job and internship listings—Go to the career section of portal.brooklyn.cuny.edu
* View our Internships 101 workshop to learn the basics on how to land an internship and how to be a standout intern: [www.tinyurl.com/intern101](http://www.tinyurl.com/intern101)
* Attend our job fair, on-campus recruitment events, and workshops. You can find our current schedule in the career section of portal.brooklyn.cuny.edu

**7. Fund Your Dream Internship.**

About half of all internships are unpaid but we have options to help you afford your dream internship if it is unpaid. The Magner Career Center Stipend Award gives up to $125,000 each year to students who have unpaid internships.

* Apply for spring internships by October; summer/fall internships by March:<http://tinyurl.com/magnerstipends>
* Check out other organizations that can help you with receiving paid internships: [http://tinyurl.com/fundinganinternshi](http://tinyurl.com/fundinganinternship)p

**8. Get Involved!**

80% of employers look for leadership experience on a resume —those activities *do* influence an employer’s perception of you. Become a well-rounded candidate by getting involved in student government, engaging in community service, taking on leadership positions in student organizations, and participating in activities such as writing for the student newspaper or internship at the college radio station. The Office of Student Affairs is a great resource and can help you enrich your academic life.

**9. Develop the Skills Employers Want.**

According to the National Association of Colleges and Employers, the top five attributes employers look for are leadership, the ability to work in a team, written and verbal communication skills, and finely tuned problem-solving abilities. Need to strengthen these skills?

* Take courses in writing, public speaking, leadership etc.
* Embrace core classes to develop important skills, such as effective writing, building clear arguments, teamwork, and research.
* Take courses in Excel, PowerPoint, Premiere, and more at the Brooklyn College Library Cafe.
* Drop by the Learning Center (1300 Boylan Hall) to have your work reviewed and critiqued.
* Take free professional development courses at lynda.com by getting a Brooklyn Public Library or New York Public Library card.

**10. Go Global.**

There’s no doubt that we live in a global economy, where an understanding of other cultures—and importantly, the ability to work with people from diverse backgrounds—gives you a leg up. So, pack your bags! Consider taking a semester to study or intern abroad.

● Speak with Pam Brown at the Magner Career Center about international internships and careers: [pbrown@brooklyn.cuny.edu](mailto:pbrown@brooklyn.cuny.edu).

For details on studying abroad, drop by 1108 Boylan Hall or visit [www.brooklyn.cuny.edu/internationaleducation](http://www.brooklyn.cuny.edu/internationaleducation) [SHORT URL]

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Stay Connected!

● **Social Media** [ICONS + USERNAME?]

○ Magner Career Center LinkedIn Group: <https://www.linkedin.com/groups/3141809>

○ Facebook: Magner-Center Brooklyn College

○ Twitter: @MagnerCenter

○ Instagram: Magnercenter\_brooklyncollege

○ Youtube: Magner Center Videos

● **HireBC:** Complete your profile on Hire BC

● **Online:** Register for our events each semester via the career section of portal.brooklyn.cuny.edu. We have more details on our website: career.brooklyn.cuny.edu

Find Us!

● **Talk to our Front Staff**: Call 718.951.5696 or stop by 1303 James Hall, weekdays 9–5 p.m.

During fall and spring semester the Center is open until 7 pm when classes are in session. *You should call ahead if you plan to make a special trip*

○ **Via Email:** We’re at careernews@brooklyn.cuny.edu if you have a quick question. Questions about internships can be directed to intern@brooklyn.cuny.edu.

○ **Drop in:** Stop by during walk-in hours for resume review or a quick career question: Monday and Wednesday 11:30 am–1 pm; Tuesday 3:30–4:30 pm; and Thursday 3–4:30 pm. When we’re open late, we have extra walk-in hours on Tuesday and Wednesday, 5:30–6:30 pm.

● **Appointments:** Need to meet with a counselor one-on-one for further assistance? Call 718.951.5696 or stop by 1303 James Hall.

Find this handout online and a link to all the resources mentioned @ [**http://tinyurl.com/magnerstudents**](http://www.brooklyn.cuny.edu/web/academics/centers/magner/students.php)