

Adulting cheat sheet for college students

As you prepare for the workforce, what steps are you taking to explore potential careers?

Are you also focused on your skills and which ones you need to be “workforce ready”?

In the US between 2020–2021

4 million students graduated from public high schools



2 million with Bachelor's degrees¹



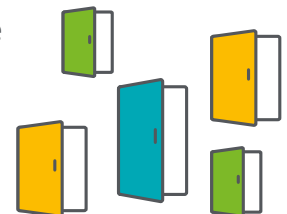
That's more than the entire population of **Uruguay**²



About 2% of all the students graduating from college are receiving their PhD³



In July 2022, there were **11.2 million** job openings⁴



Understand and develop your skills

1 What are the top 5-10 most common skills to develop that you can add to your resume?

Look at careers that you're interested in and find out what are the most important skills for those careers.

2 Set SMART goals.

When developing a new skill, set a goal for yourself by answering these questions:

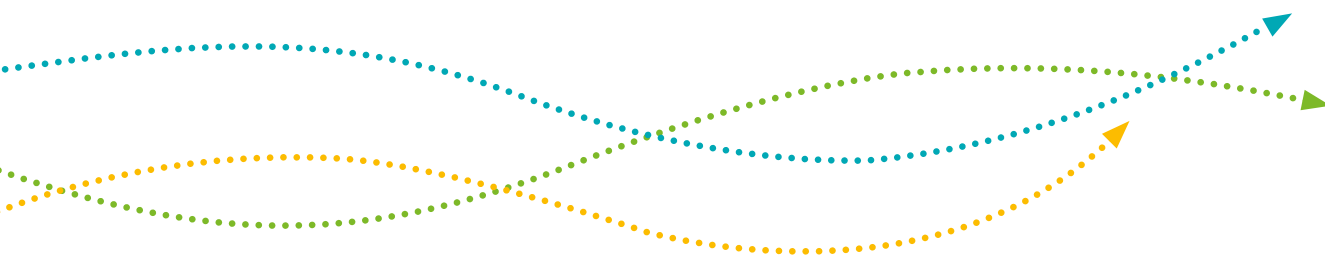
- What's the **specific** skill you're trying to learn?
- How can you **measure** that you've learned this skill?
- Is it **attainable** to learn this skill on your own?
- Is it a **realistic** skill you can learn for the job or do you need formal training?
- What is the **time frame** you need to give yourself to develop this skill?

3 How can you develop career skills?

Try connecting with a mentor, reading industry articles and follow companies on social media, while seeking feedback from people in that industry.

4 Figure out your skills based on work or volunteer experiences you've done

You can seek careers and skills needed for through [O*NET](#). One tool to figure the skills you've acquired through your own experiences is SkillsBuilder on the VitaNavis® platform. Talk to your career advisor at school to ask if this is available on campus.



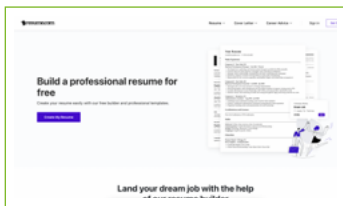
Write a solid résumé

Resumé builder tools



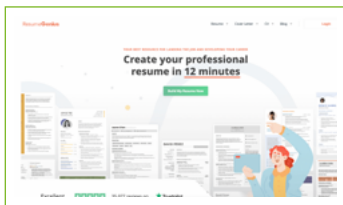
The Ladders

- Upload your résumé to import the content into it and receive suggestions on how to improve it.
- Create a résumé from scratch.
- Free version offers three clean and professional templates to choose from.



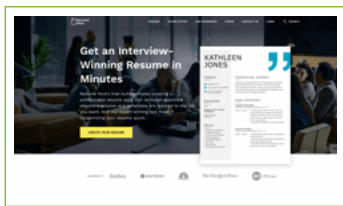
Résumé.com

- Variety of template options.
- Option to share it on [résumé.com](https://www.resume.com) for employers to see for free.



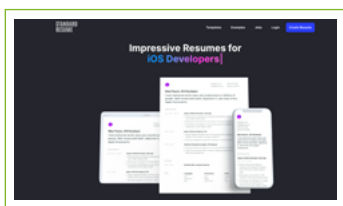
RésuméGenius

- Professional HR-approved templates.
- Pre-written job descriptions.
- Phrases from different industries.



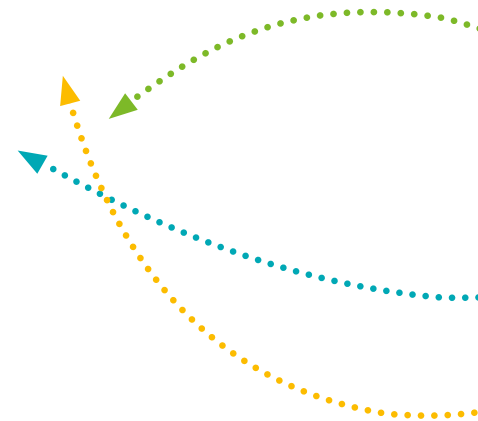
Résumé-now

- Over 20 design templates.
- Writing samples you can add to your résumé.
- Résumé check to scan for spelling and grammar mistakes.

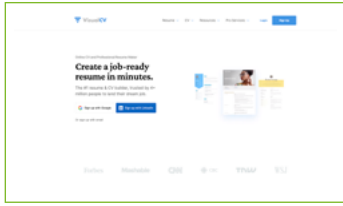


Standard résumé

- Enter your text, select a color, and a résumé will be created for you.
- Creates a modern, simple, and highly scannable résumé.



Impress with your résumé!



VisualCV

- Choosing your design and easily create customized versions for each job application.
- Track the results to see if your résumé has been viewed or downloaded.

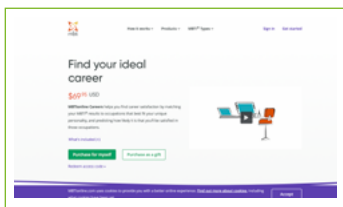


Resumonk

- Create your résumé with a traditional design.
- Cover letter templates with the same design as the résumé of your choice are also available.
- Offers the option of saving your résumé to be edited or updated in the future.

Find yourself. Find your future.

Career readiness tools, such as self-assessments, allow for early career exploration, which leads to informed decisions when it comes to selecting a career. This helps with graduating on time and entering a career that aligns with your goals, skills, and interests.



MBTIonline Careers

- The official MBTI assessment plus individual report.
- Best-fit occupations with predicted satisfaction scores.
- More than 1,000 occupations to explore in depth.
- Personalized tips for career exploration and development.

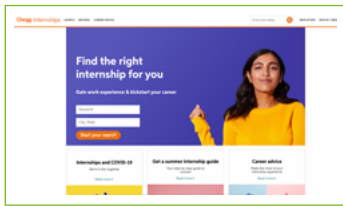


SuperStrong® (on VitaNavis®)

- 10-minute assessment gives you a detailed analysis of your interests, strengths, and personality and how they relate to careers that may be suitable for you.
- Provides actionable tips and a Skills Builder tool so you can work towards developing and achieving your goals.
- Search through hundreds of career pathways which include videos, salaries, skills and education required, and more.

Ask your advisor for more information on how to take these assessments through your career counseling office.

Internship databases



[Chegg Internships.com](https://www.chegg.com/internships)

- Named one of Forbes' Top 10 Career websites.
- Search for internships by interest, location, or by newly added internships.
- Features an internship predictor that generates job listings, résumé content, and career track analysis based on personality traits, interests, and values.



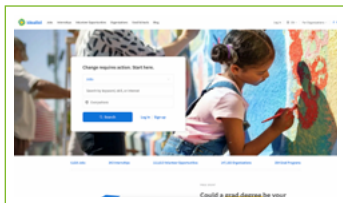
[WayUp](https://www.wayup.com)

- Create a profile to share your interests, experience, and skills, and get discovered by companies.
- Search for paid internships or part-time jobs.
- Offers an app for on-the-go users.



[YouTern](https://www.youtern.com)

- Matches your skills and aspirations to the needs of a company.



[Idealist](https://www.idealist.org)

- Find internships, jobs, volunteer opportunities, events and organizations all within one website.
- Search by the following fields: keyword, skill, interest, or location.

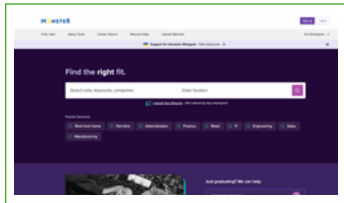


[CoolWorks](https://www.coolworks.com)

- Not necessarily for internship-seekers, but it's a great resource for finding seasonal jobs.
- Good option if you're trying to figure out what you would like to do for a living.

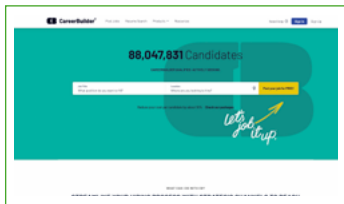
Find your dream job

Job search tools



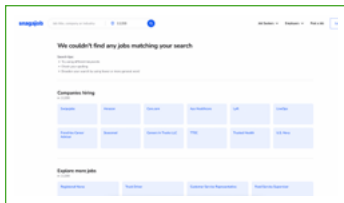
Monster

- Create an account and upload your résumé.
- Potential companies can discover you based on your skills and experience.
- Search for jobs by location or area of interest.



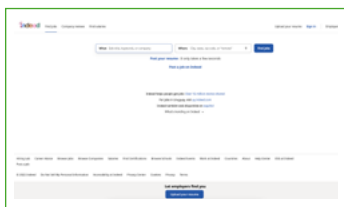
CareerBuilder

- Browse for jobs by category, city, and company.
- After uploading your résumé, you get job recommendations for your interests.



Snagajob

- Best for hourly jobs.
- Allows you to find jobs that offer a flexible schedule.
- Free career builder app available called Snag.



Indeed

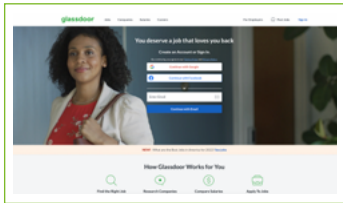
- Job-related search engine allows you to search for jobs by job title, keywords, company, and area
- Create an account to upload your résumé to easily apply for jobs and get job recommendations.

Job search platforms that have a little more to offer



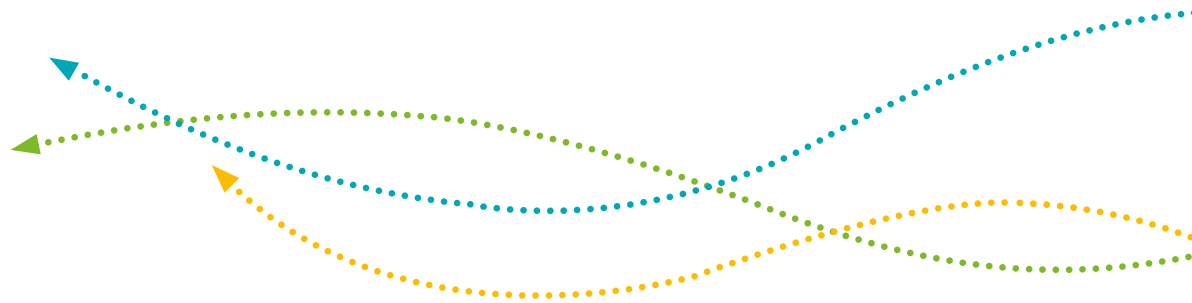
LinkedIn

- You're never too young to have a LinkedIn profile!
- Connect with potential employers, get discovered, search and apply for jobs, and receive updates from the companies you care about.
- Provides recruiters with your background, experience, interests, and skills.



Glassdoor

- Offers personalized salary estimates and salaries for specific positions and company reviews from past and/or current employees.



Sources: 1. link: <https://www.thinkimpact.com/college-graduates-statistics/#:~:text=About%204%2C000%2C000%20college%20students%20are,to%20earn%20a%20master's%20degree> 2. <https://www.worldometers.info/world-population/population-by-country/>, 3. <https://www.thinkimpact.com/college-graduates-statistics/#:~:text=About%204%2C000%2C000%20college%20students%20are,to%20earn%20a%20master's%20degree>. 4. <https://www.bls.gov/news.release/jolts.nr0.htm>