Intro to Career Services

YOUR Career Planning, Job Search, and Graduate School CONNECTION

www.stu.edu/career
Undecided?

✓ We can help you!

✓ Make an appointment to discuss your needs one-on-one

✓ After evaluating your skills, interests and abilities we can narrow your choices and help you choose a major

✓ The *Myers-Briggs Test Inventory (MBTI)* will show you different career paths tied to your personality
Preparing Your Resume

✓ Develop a professional resume and other job search correspondence

✓ Visit us, and learn tips, techniques, and formats making your resume one which will secure interviews

✓ Upload your resume on our internship & job boards!
Interviewing – Effectively!

 ✓ LEARN ABOUT: Questions typically asked, how to dress professionally, questions you might ask, researching an organization and post-interview follow-up

 ✓ Do you know what to expect during a second interview? We can help YOU prepare!
Employer Info Sessions

- For Off-Campus Part-Time, Full-Time and Internship Opportunities
- Check your STU email for details
- Learn about employer’s organizations, and their job opportunities
Career Expos

- An average of 50 employers visit our campus to recruit students twice a year – Fall and Spring semesters

- Prepare an elevator speech

- Work on your “personal brand” to introduce yourself to employers
Additional Career Resources

✓ Online internship & job opportunities
✓ Books
✓ Graduate School Information and Application Assistance
✓ FREE Career Magazines and Handouts
✓ Online resources: www.stu.edu/career
Internships

Looking for an Internship?

Everything you need to find, apply and land an internship, all in one place.

www.internships.com/welcome/stu

Steps on creating a student profile:

1. Access the internships website through Blackboard or the direct website above
2. Click on “Sign-Up” and fill out the information needed (First Name, Last Name, E-mail address and Password)
3. Upload your resume to start applying for internships (it is mandatory to upload your resume in order to be able to search and apply for internships)
4. Find internships in your field of study and area of preference

For more information, please contact Cristina C. Lopez, Associate Director of Career Services, at clopez@stu.edu or at 305.628.6577

ST. THOMAS UNIVERSITY
Developing Leaders for Life
Sample Internships

- Management Assistant Intern – Gesagency

- Parks & Recreation, Accounting, Social Services, Business Administration, Computer Science, HR, Finance, Political Science, etc. – City of Opa-Locka

- Business Development Intern (Paid) – Course Hero, Inc.

- Community Liaison, Data Management and Analysis, Event Planning – Charlie Crist for Governor Campaign, Miami Lakes / Miami Gardens Field

- Purchasing, Sales, Think Tank, Computer Science – Parsteel

- Human Resources, Purchasing to Demographics – Starboard Cruise Services

- College Rep Internship Program – Sports Manias
Online Job Seeking

✓ Create and submit, or upload your resume
✓ Apply for jobs online 24 hours a day, 7 days a week
✓ Access tons of job search engines online
✓ www.stu.edu/career
Programming

- Speaker Series (Fall and Spring)
- Mock Interviews (Fall and Spring)
- Mentoring Program (Fall and Spring)
- Employer Information Sessions (Fall and Spring)
- Dining Etiquette Workshop (Spring)
- Career Expos (Fall and Spring)
- Networking Events (Fall and Spring)
- And More!
Thank you!

Visit Career Services!

Cristina C. López, MBA
Associate Director of Career Services
Direct: 305.628.6577
Email: cclopez@stu.edu