If you’ve picked up this handout, you’re already moving in the right direction towards finding a great internship or landing your first job! Career searches can be tough, especially if you don’t know where to start. Career Services wants to assist you in starting off on the right foot because substantive work experience allows you to:

- Contribute to the work of an organization and have something impressive to write about on a resume.
- Explore an organization and profession, and get one step closer to answering the BIG question: “What am I going to be when I grow up?”
- Enhance your skills, expand your knowledge, and develop increased confidence that yes, you can be successful in the world of work.
- Meet and develop relationships with professionals who often become mentors, role models, and friends. This is sometimes called networking—a scary term for an otherwise simple concept.

Career Services
Saint Xavier University
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(773) 298-3131
careerservices@sxu.edu
www.sxu.edu. Keyword: Career

Resume Walk-In Hours
(during regular semester; no appointment necessary)
Mondays and Wednesdays
1 – 4 p.m.
Tips for a Successful Search

- Define your goals.
  What area would you like to "test-drive" to see if you like it? Develop a list of criteria. Employers want applicants who understand their strengths and have specific goals.

- Plan to spend time each week on your search.
  Schedule and organize the time you spend on your search. Stay focused and motivated. It is easier and more effective to do a little each week instead of trying to do everything at once. Be proactive in your search.

- Research and identify opportunities (also see resource list at the end).
  There are three ways to find opportunities: A) You can search advertised listings; B) You can be proactive and approach employers that interest you, and C) You can build your network of people who can help you identify unadvertised listing. It's best to spend time on all three approaches.

- Prepare and submit application materials.
  Every employer has specific requirements; following instructions is key. Always send a cover letter with a resume unless it specifies otherwise.

- Keep records and follow up.
  Typically, the best time to follow up is a few days to a week after you think they have received your application. If at all possible, don’t leave a message. Keep calling at different times until someone picks up.

- Interview effectively.
  Career services staff can provide suggestions and strategies to help you interview with confidence and competence.

- Make the decision that is right for you.
  There isn’t one best internship or job opportunity. Career services staff can assist you in weighing all of your options;

Getting Started: Information on Careers in Higher Education

- Occupational Outlook Handbook
  (Postsecondary Education Administrators)

- NASPA (Student Affairs Administrators in Higher Education)
  http://www.naspa.org/

- Studentaffairs.com
  http://www.studentaffairs.com/

- HigherEdJobs.com
  http://www.higheredjobs.com/

- The Chronicle of Higher Education
  http://chronicle.com

- National Education Association
  http://www.nea.org/he

- American Association of State Colleges and Universities
  http://www.aascu.org/

- American Council on Education
  http://www.acenet.edu

- Inside Higher Ed
  http://www.insidehighered.com/

Internship and Career Resources

- Bradley University
  http://www.bradley.edu/humanresources/

- Columbia College Chicago
  http://www.colum.edu

- Concordia University Chicago
  http://www.cucic.edu

- DePaul University
  http://www.depaul.edu/Pages/employment-at-depaul.aspx

- Governors State University
  http://www.govst.edu

- Illinois Institute of Technology
  http://www.iit.edu

- Joliet Junior College
  http://www.jjc.edu

- Lewis University
  http://www.lewisu.edu

- Loyola University Chicago
  http://www.careers.luc.edu

- Malcolm X College of Chicago
  http://www.ccc.edu/colleges/malcolm-x

- Moraine Valley Community College
  http://www.morainevalley.edu

- National-Lewis University
  http://nl.edu/about/employment

- Northwestern University
  http://www.northwestern.edu/employment/

- Olivet Nazarene University
  http://www.olivet.edu/employment

- Prairie State College
  http://prairiestate.edu/human_resources/

- Robert Morris College
  http://www.robertmorris.edu/hr/

- Roosevelt University
  http://www.roosevelt.edu

- South Suburban College
  http://www.ssc.edu

- Trinity Christian College
  http://www.trnty.edu/jobopenings/