Distinguish yourself from other applicants in a positive way.
Use the cover letter to link your skills to the employer’s needs. The letter can also be used to display your writing skills.
Be prepared to answer the question, “Why did you major in Liberal Studies?”
Avoid the job search pitfall of an “I’ll take anything” attitude by setting goals and be able to clearly articulate what you have to offer.

Career Information Resources

- Saint Xavier University Career Services
  http://sxu.edu  Keyword: career
- America’s Career InfoNet
  http://www.acinet.org/acinet/
- Illinois Career Information System
  http://cis.ilworkinfo.com/default.aspx
  The user id is illinois and the password is careers.
- O*Net – Career Exploration
  http://online.onetcenter.org/
- Occupational Outlook Handbook
  http://www.bls.gov/oco/
- Career Click
  http://www.workforceinfo.state.il.us/

General Job Search Resources

- Cougarjobs.com (online resume/job listing database)
  http://www.cougarjobs.com
- Internship Programs
  www.internshipprograms.com
- Careerbuilder
  www.careerbuilder.com
- Monster
  www.monster.com
- Indeed
  www.indeed.com
- After College
  http://www.aftercollege.com/
- Inside Jobs (Explore a Variety of Careers)
  http://www.insidejobs.com/
- What Can I Do With This Major
  sxu.edu/student-life/career/students/career_choice/what_can_i/index.asp

If you’ve picked up this handout, you’re already moving in the right direction by seeking information and resources towards 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.

- As a Liberal Studies major you take a broad foundation of coursework that allows you to gain a wide variety of skills and abilities to make a contribution to the workplace in a wide variety of fields or occupations.
- Conducting self-exploration will help you get one step closer to answering the BIG question: “What am I going to be when I grow up?”
- Producing an effective resume that highlights your skills and qualifications will set you apart from other job applicants.
- Your internship, independent study, or community volunteer experience can enhance your skills, expand your knowledge, and help develop increased confidence that yes, you can be successful in the world of work.
- Learn job search and interview strategies including meeting and developing 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
Modular Unit behind Pacelli Hall
(773) 298-3131
careerservices@sxu.edu
www.sxu.edu  Keyword: Career
As a Liberal Studies Major, some **skills** that you have gained may include:

- Oral and written communication
- Critical thinking
- Problem-solving
- Decision making
- Presentation
- Research
- Interpersonal
- Language
- Leadership
- Negotiation
- Adaptability
- Flexibility
- Versatility
- Social responsibility
- Cultural awareness and sensitivity

Some **ability areas** that can contribute to career success:

**Ability to...** | **Appreciation for...**
---|---
Learn | The Humanities
Work well with others | Lifelong learning
Work well independently | Helping others
Resolve complex issues | Sciences/Health
Organize, motivate, and lead people | Wellness
Understand, analyze and synthesize information | 

Sample of potential **Fields or Occupations** to consider:

- Advertising/Public Relations
- Banking
- Communications
- Cultural Organizations
- Entertainment Industry
- Event Planning
- Government
- Higher Education
- Hospitality/Hotel Management
- Human Resources
- Insurance
- Law
- Market Research
- Mass Media
- Non-Profit
- Office Management
- Publishing
- Retail
- Sales
- Social Service/Human Service
- Social Work
- Wellness

### Strategies for a Successful Search

- Be willing to put in the time and effort for a job search that may take more time.
- Assess your skills and interests to narrow down your choices and find your niche.
- Market your skills and abilities to employers through clear articulation of your skills and abilities as they relate to the position or organization. Prepare specific examples about your skills development.
- Seek an informational interview to gather information about a field or organization.
- Research organizations through their website and employer literature; know their products, services, customers, etc.
- Seek out small and medium sized employers which will afford you a higher level of autonomy.
- Employers look for a strong work ethic, ability to work in a team, employees who display initiative and offer problem-solving and analytical abilities. Use your strong interpersonal and communications skills to stand out.
- Learn about current issues and future trends in the field or occupation you are interested in.
- Read journals and career related literature available through professional and trade associations.
- Look at job postings for the field you are interested in; if there is a skill you are deficient in, get up to speed on it.
- Enlarge your support network of family, friends, and professors who may be a source of contacts and job leads.
- Consider graduate school if your field of choice is, for example, social work, as an advanced degree will improve your marketability.

### Getting Started: What you can do while you are still in school

- Choose electives that will give you knowledge in other areas such as economics, marketing, statistics, research, etc.
- If you lack computer skills, work to improve them.
- Consider a minor that will complement your field of choice.
- Participate in student organizations, volunteer for community activities, or do an independent study course to enhance your resume and broaden your skill base.
- Complement your degree with workplace learning and experience through an internship that can help you determine if that field or occupation is a good fit for you.
- Develop leadership potential by taking on a leadership role in group projects, student groups, or civic involvement.

### Resume and Interview Tips

- Use a Profile or Qualifications Summary section on your resume to highlight your skills directed toward adding value to the employer.
- Market yourself on all of your qualifications; do not focus on a single activity or experience to highlight.
- Create a portfolio using writing samples or other examples of your work.