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As an athlete you always have a game plan before you step on the field. You need a similar plan to score an internship or job – even if your resume isn’t teeming with internships and part-time jobs because of your athletic commitments. A successful career as an athlete says you have great potential as an employee.

HERE ARE QUALITIES OF AN ATHLETE THAT ARE RELATABLE:

You’re accountable for yourself, but you also are used to working in a team dynamic.
You can balance academics and sports, and you’re used to managing your time.
You have a strong work ethic and are dedicated to your goals.
You’re used to the public spotlight, and the pressure and scrutiny.
You have good mentoring and leadership skills, especially as a captain.
You’re proficient with team dynamics and dealing with different personality types.
You have mental toughness and are able to handle let-down and defeat.

In this career guidebook are tips to help student-athletes paint a great self-portrait to successfully obtain an internship or job.

LEARN HOW TO:

Identify & market your transferable skills you have gained as an athlete
Write resumes & cover letters
Interview, create a 30-second pitch & network
Set up a LinkedIn account
Career planning checklist

WAYS TO INCREASE MARKETABILITY TO SHOW EMPLOYERS YOU ARE A WELL-QUALIFIED CANDIDATE

VOLUNTEER THIS IS A GREAT WAY TO MEET PEOPLE, DEVELOP HARD AND SOFT SKILLS AS WELL AS GAIN EXPOSURE TO A CERTAIN INDUSTRY OR FIELD OF WORK.

JOIN AN ORGANIZATION (ON OR OFF CAMPUS). THIS INVOLVEMENT WILL EXPOSE YOU TO PEOPLE AND INFORMATION IN A PARTICULAR INDUSTRY. YOU CAN BUILD ADDITIONAL LEADERSHIP SKILLS AND DEVELOP CONTACTS.

TAKE AN ELECTIVE COURSE IN AN AREA OF INTEREST.

READ TRADE JOURNALS, BLOGS, ETC. SOME FIRMS LIST RECOMMENDED READINGS ON THEIR WEBSITE UNDER CAREER INFORMATION/INTERVIEW PREPARATION.

EMPHASIZE ACCOMPLISHMENTS BY INDICATING WHAT YOU HAVE ACHIEVED ON AND OFF THE FIELD
## Ways to Think About a Student Athlete

**Commitment**: The length of time you have played a sport directly relates to your ability to persevere through hardships. Employers are constantly searching for employees who embody dedication and stalwart work ethic.

**Teamwork**: Being able to work as part of a team demonstrates adaptability, self-sacrifice, role development, and the ability to cultivate and maintain interpersonal relationships.

**Leadership**: If you were a captain, this quality is easier to emphasize. However, the dynamic of every team allows individuals to “lead” in a variety of ways. Employers need people who will work with the bosses to achieve the greater vision.

**Communication**: Whether you’re the team Captain or not, you have to be a good communicator in sports and in business. If you have a great idea, speak up efficiently and effectively.

**Time management**: Able to balance rigorous work loads of full time athletics, travel, and school while maintaining good grades.

**Goal Directedness**: Focused effort, sacrifice and self-motivation toward achieving personal and team goals.

**Competitiveness**: Meet and overcome challenges, gaining insight from winning and losing, testing abilities, taking risks, fighting battles.

**Confidence**: Building of self-confidence through a winning mind set, belief in self and team, often in high pressured situations.

**Persistence and endurance**: Building the belief that hard work and determination will pay off, persisting under adverse circumstances and sometimes pain or illness.

**Ability to take and give criticism**: To receive and give criticism in effective ways, learn from mistakes and move forward, developed communication skills in speaking and listening.

### SKILLS ATHLETES POSSESS THAT EMPLOYERS DESIRE

- Confident
- Self-Motivated
- Strong Character
- Ability to be criticized
- Never-quit Attitude
- Aggressive
- Focused
- Time management
- Deal well with pressure
- Learn from mistakes
- Welcome challenge
- Team oriented
- Accountable
- Disciplined
- Coachable
- Committed
- Competitive
- Goal oriented
- Overcome adversity
- Strong work ethic
- Mental toughness
HOW TO ILLUSTRATE YOUR TRANSFERABLE SKILLS

Your resume should demonstrate your **skills, abilities and accomplishments** through the specific results of your actions. By quantifying your positions/activities/accomplishments with measurable results, your statements will increase your credibility and persuasive potential. Carefully outline what you want employers to know about you, and then prepare bullets based on the following format called the **STAR** method.

**STAR** stands for:
- **ST** (situation/task)
- **A** (action – what you did!)
- **R** (results – the outcome of your effort!)

The **STAR** method demonstrates not only the task and action, but the result of your actions. **See the samples below to help you express and describe how well you’ve done something, instead of simply stating your responsibilities.**

**To illustrate your Entrepreneurial Skills, Creativity, Motivation/Initiative, and Self-Confidence**
- Increased overall company sales volume by more than 20% through innovative marketing campaign including the use of emails, social media and blogs

**To illustrate your Creativity, Detail-Orientation, and Computer Skills**
- Designed advertisements/graphics using Adobe Photoshop and Quark for nationally recognized television hair product promotion

**To illustrate Teamwork and your Communication, Interpersonal and Leadership Skills**
- Trained and supervised two new employees on company policies, procedures and effective sales techniques

**To illustrate your Communication Skills, Self-Confidence and Teamwork**
- Developed targeted communication and persuasive strategies, resulting in 3rd place ranking during a national debate competition

**To illustrate your Interpersonal Skills, Strong Work Ethic, Outgoing Personality, and Leadership Skills**
- Selected as — Employee of the Month for demonstrating superior customer service skills and product knowledge

**To illustrate your Honesty/Integrity, Tactfulness, Detail-Orientation, and Interpersonal Skills**
- Successfully completed cash and credit transactions including returns and exchanges of up to $6000 daily

**To illustrate your Communication and Analytical Skills**
- Presented PowerPoint demonstrating anxiety disorder research results to a group of 35+ at American Psychological Society's Annual Convention

**To illustrate your Organizational Skills and Friendly/Outgoing Personality**
- Designed and implemented social, recreational and educational activities focused on learning disabilities for 20 children

**To illustrate your Analytical Skills, Detail-Orientation, Organizational Ability, and Computer Skills**
- Prepared financial reports using Excel for departments with weekly sales averaging $260,000
ACTION VERBS TO DEMONSTRATE TRANSFERABLE SKILLS

Communicate your transferable skills by using these verbs to begin the bulleted action statements in your resume experience.

Management/Leadership Skills
administer
analyze
apply
assign
attain
chair
consolidate
coordinate
delegate
direct
enable
evaluate
execute
expedite
facilitate
implement
improve
increase
initiate
manage
motivate
organize
oversee
plan
prioritize
problem solve
recommend
resolve
review
schedule
spearhead
supervise

Communication Skills
address
advertise
advise
articulate
authored
clarify
coach
collaborate
communicate
compose
consult
contact
conveyed
correspond
counsel
develop
direct
discuss
design
direct
edit
elicited
encourage
examine
express
facilitate
familiarize
formulate
facilitate
guidance
help
influence
inform
interact
interpret
involve
lecture
listen
market
mediate
moderate
motivate
negotiate
network
observe
outline
persuade
presented
promote
publicize
refer
resolve
translate
write

Organizational Skills
arrange
catalog
classify
collect
compile
coordinate
corporate
declare
derived
deploy
describe
direct
derived
edit
elicit
encourage
explain
exploration
explain
explain
facilitate
familiarize
formulate
facilitate
guide
influence
inform
interact
interpret
involve
lecture
listen
market
mediate
moderate
motivate
negotiate
network
observe
outline
persuade
presented
promote
publicize
refer
resolve
translate
write

Problem Solving/Analytical Skills
allocate
analyze
appraise
audit
balance
budget
calculate
compute
develop
diagnose
evaluate
forecast
formulate
investigate
observe
plan
project
research
review
revise
resolve
troubleshoot

Technical Skills
assemble
build
calculate
compute
design
device
electrical
engineer
maintain
operate
overhaul
program
redesign
repair
solve
test

Creative Skills
create
design
develop
directs
establish
illustrate
integrate
introduce
invent
market
perform
plan
revise

Interpersonal Skills
adapt
advise
assess
clarify
counsel
enable
facilitate
familiarize
greet
guide
listen
refer
represent

Problem Solving/Analytical Skills
allocate
analyze
appraise
audit
balance
budget
calculate
compute
develop
diagnose
evaluate
forecast
formulate
investigate
observe
plan
project
research
review
revise
resolve
troubleshoot
Resume Do’s

- Sell yourself by highlighting the skills/experiences most relevant to job you are seeking
- Utilize the jargon of your profession or major
- Be brief and concise, yet achievement oriented; include important accomplishments
- Use quantities, amounts and dollar values and percentages whenever they enhance the description
- Use bullets and action words to highlight marketable skills
- Keep your verb tenses and format consistent
- Keep your resume to one page
- Create your resume to be visually appealing by emphasizing important information using **bold**, *italics*, **underlining** or CAPITAL letters as needed
- Leave an appropriate and equal margin space on all sides of your resume
- Use a professional e-mail address and make sure your voice mail message is set up
- Use a font style that is easy to read and choose a font size between 9 and 12
- Proofread; check your grammar/spelling carefully and have another individual review
- Sending a resume electronically, convert it from an MSWord document to a PDF before sending
- Keep a draft of your resume accessible at all times (in Handshake, your email, online storage service, on a USB/flash drive)
Most Resumes Will Include the Following
*Some industries will require different and/or other category headings*

**HEADING**
Name, address, school or professional email, phone, LinkedIn URL,

**PROFILE**
This section should include three to four sentences summing up who you are and the skills you have. You should not use personal pronouns

**EDUCATION**
In this part of your resume, you want to list all of your formal education starting with the most recent first. You may keep high school on your resume until your second semester sophomore year. You may include Study Abroad programs.

**RELATED COURSEWORK**
List the courses you have completed that are part of your major or are universally useful i.e. communication, writing, and math.

**PROFESSIONAL EXPERIENCE**
This section will include all of your work and internship experience. It should include your most recent experiences. It will give an employer a look into the skills you developed. Part-time or summer jobs all count!

**ATHLETICS**
If you were a member of an organized athletic team in college you can include it here. It will include the sport played, your positions, time-commitment and responsibilities. If you were a team captain, you can include it under a separate leadership section. You should put the hours you dedicated to the sport to demonstrate your commitment.

**LEADERSHIP**
This section will include any leadership roles you have recently taken. E-Board member of a club or group, captain of a sports team. Leader of a volunteer group.

**PROJECTS**
List Academic Projects you completed and describe what the project was and what role you played if it was part of a team.

**AWARDS**
List all awards and honors you recently received *(including athletic scholarships and awards.)*

**SKILLS**
List all skill you are proficient in. Common skills include Microsoft Office and second languages, and any other computer software you may be proficient in.

**ACTIVITIES**
This section includes all clubs and groups you are a member of but do not hold a leadership position.

**CERTIFICATIONS**
Include any professional/ or personal certifications that you have attained.

**VOLUNTEER EXPERIENCE**
List any organization you have recently volunteered for or a charitable event you participated in on a regular basis.
NAME
Address • Email
Phone • LinkedIn / Blog site / Portfolio link

EDUCATION
School, City, State
Degree, Major and Minor
GPA: 3.0+, Honors/Awards: Dean's List, Honors Societies, Academic Scholarships
Expected Graduation (Month/Year)

Relevant Coursework: Course Title, Course Title, Course Title, Course Title, Course Title
Relevant Academic Projects:
Project Name, Class Title; brief phrase for what project
• Start each bullet with what YOU did, why/how you did it
• Describe your role on the team and outcomes; try to quantify

EXPERIENCE
Company Name, City, State
Job Title, Name of Department
• Use a strong action verb to state what you did and what the result was: Action Verb + Task + Result
• Try to Quantify for impact

Company Name, City, State
Job Title, Title, Department
• Use a strong action verb to state what you did and what the result was: Action Verb + Task + Result
• Try to Quantify for impact

ATHLETICS
Team Name (Pace University Men's XXX), City and State
Dates (Month/Year)
Position
• Describe your responsibilities using a strong action verb and quantify if possible, no period at end
• Example: Trained for 30 hours a week while balancing five academic classes a semester
• There should be two to four bullet points listed

LEADERSHIP
Leadership Position, Name of Club / Team Sport / Organization
Dates (Month/Year)
• Use a strong action verb to state what you did and what the result was: Action Verb + Task + Result
• Try to quantify results for impact

CLUBS / VOLUNTEER WORK / LEADERSHIP / GREEK ORGANIZATIONS
Name of Team, Position
Dates (Month/Year)
Name of Organization
Dates (Month/Year)
Name of Club/Greek Life
Dates (Month/Year)

SKILLS
Technical:
Language:
Include MS Office, Social Media, and other relevant software. Only list languages that you can use to communicate with native speakers

• Use only .doc /.docx format to submit to CS
• Limit to one page, if possible
• Use ½ inch - 1½ inch margins
• Always list most recent experience first
• Use proper verb tenses for present and past experiences
• Never lie or exaggerate about content

• Always spell out names – no acronyms
• May include high school experiences until Junior Year
• Use legible font style: Times New Roman, Arial, Georgia, Garamond; 10-12 pts
• Have at least 2 people proofread

May 2016 - Jun 2016 or Summers 2014-2016
JOHN PACE
Pleasantville, NY | 914-821-0632 | John.Pace@gmail.com | John.Pace@linkedin.com

PROFILE
Creative and ambitious marketing student-athlete with 2+ years of customer service experience. A reliable team member with time-management skills and a strong work ethic.

EDUCATION
Pace University Lubin School of Business
Bachelor of Business Administration in Marketing: Expected May 2018
GPA: 3.29 | Honors: Presidential Scholarship

COURSEWORK
Public Speaking | Marketing Management | Advertising | Social Media Marketing | Statistics | Advanced Excel Management | International Marketing

ATHLETICS
Pace University Men’s Varsity Football
Outside Linebacker
August 2015 - Present
- Train for over 30 hours a week while balancing five academic classes a semester
- Instruct new players on team protocol as a First Year Student Mentor
- Learn the Pace University and opposing team’s playbook to prepare and strategize for games

EXPERIENCE
Foot Locker
Nanuet, NY
Sales Associate
June 2015 - Present
- Target communication to diverse clients in order to provide great service and increase store revenue
- Manage section of sales floor and engage over 50 customers each day
- Facilitate approximately $1,500 in sales transactions during each shift

PROJECTS
Social Media in the 21st Century
Pleasantville, NY
Author
May 2016
- Researched trends in social media to determine future projections in various industries
- Analyzed reports on several social media platforms to assess usage and value
- Presented the results of study before a team of academic professors and fellow students

ACTIVITIES
Pace University Marketing Association
Pleasantville NY
Member
September 2016 - Present
- Attend weekly meeting which includes panel discussions, workshops, and info sessions on Marketing

Lubin Business Association
Pleasantville NY
Social Media Coordinator
May 2016 - Present
- Create content and coordinate the postings of material to Facebook, Twitter, and Instagram
- Increase online followers and promote consistent branded messages on social media outlets

SKILLS
Microsoft Office: Word, Excel, Outlook, PowerPoint
Social Media: Twitter, Facebook, Instagram
Languages: Spanish and Italian
Marketing Your Athletic Experience: THE COVER LETTER

COVER LETTER Do’s

- Every cover letter should be tailored to the particular job and employer of interest
- Keep letters succinct and approximately three paragraphs in length
- Try to address the letter to a person, but in lieu of a name use “Dear Hiring Manager:”
- Make sure that you examine the job description and about us page of the employer to be able to market your transferable skills and experience
- Remember, it is not a letter about what you want, rather a letter about what you can do for the employer and how you will be a strong asset to the company
- Always edit and proofread before sending
- All letter correspondence should be saved as a pdf from MS Word to send unless you are cutting and pasting into an application portal or otherwise instructed

FOR MORE INFORMATION

Consult career services or your counselor and review the job search tools section on our website:

www.careers.pace.edu/careers
BASIC COVER LETTER FORMAT

Your Address
City, State, Zip Code

Date (Month Day, Year)

Mr. /Ms. Employer First and Last Name, Job Title
Organization Name
Street Address or PO Box #
City, State, Zip Code

Dear Mr. /Ms. Last Name or Hiring Manager: (Place a colon after the last name)

Tips for what to include in the first paragraph:
- State why you are writing and how you heard about the position
- Identify the position, field or general area of your inquiry
- Note a special interest in the company/position or a summary of your top qualifications
- Include information about your major, degree and graduation date

Tips for what to include in the second paragraph (can be two paragraphs, if needed):
- Indicate your career or job objective and why you are particularly suited for this company or type of work
- Highlight your relevant achievements and qualifications, elaborating on key points from your resume without repeating them word-for-word
- Communicate to the employer that you understand the position and have the qualities the employer seeks and thus would be an excellent fit
- Back up all assertions about your skills/qualities with relevant examples—THIS IS YOUR SALES PITCH!
- Use the exercise on the previous page as a guide to building a powerful second paragraph

Tips for what to include in the closing paragraph:
- Refer the employer to an enclosed/attached resume and/or application
- Request a personal interview
- Reiterate your interest in the position
- Provide specific contact information
- Thank the employer for his/her time and consideration

Sincerely,
Signature (Skip 2-4 spaces)

Your Full Name Typed
Marketing Your Athletic Experience:
SAMPLE COVER LETTER

John C. Pace
123 Briarcliff Road
Pleasantville, NY 10570

August 15, 2xxx

Ms. Sarah Kapo, Director
Japan Society
333 East 47th Street, 34th Floor
New York, NY 10017

Dear Ms. Kapo:

After researching the Japan Society's internship program on your web site, I am extremely interested in applying for the Centennial Development Intern position. Presently, I am a junior at Pace University majoring in Language, Culture and World Trade with a concentration in Japanese and Religious Studies. In addition to academics, I am a 4-year accomplished member of the Men’s Varsity Track team where I held various leadership roles and developed strong skills in time management, communication, and my work ethic. I know that my background and experience in Japanese language and culture and competitive athletics, as well as my passion for furthering the purpose of not-for-profit associations make me an excellent candidate for this position.

As you can see from the attached resume, I displayed the ability to handle public relations activities by demonstrating Aikido at various public venues and at the Philippine Military Base, thereby encouraging more people to join the P.A.P.A. Association. My study abroad experience in Tokyo, Japan also enhanced my communication and interpersonal skills as I utilized the opportunity to teach English to adults and children. Additionally, I interviewed teenagers concerning youth fashion trends for an academic project and led an exciting and persuasive PowerPoint presentation for my class.

I am eager to contribute my knowledge and skills in a detail-oriented environment and be an asset to the Japan Society's goals. I will be in New York City until December 25th and would like to meet with you to discuss my qualifications. I look forward to hearing from you via phone (917.555.4434) or email (perry123@gmail.com).

Thank you for your time and consideration.

Sincerely,

Perry Pace

Perry Pace
Marketing Your Athletic Experience: INTERVIEWING

INTERVIEW DO’S

- Always be prepared for an interview by practicing, researching the employer, and taking an inventory of your skills and experience
- Be ready to use real-world examples of how you positively handled situations
- Prepare answers that could be used for multiple questions and that highlight your skills and experience
- Always be ten minutes early, dress in a suit unless instructed otherwise, and bring multiple copies of your counselor approved resume
- Do not forget to get the interviewer’s business card & send a thank you email within 24-48 hours
- Attend our Interview Workshop to practice your skills and take on the tough questions with a trained professional to help you
- Check out the full Interview Guidebook on the Pace University Career Services web site

Athletics may be a big part of your life, but your interviewer may not have a similar background. Remember to draw on other experiences outside of sports. It is appropriate to mention your athletic background in an interview; just do it in moderation. A good time to draw on lessons learned in sports is when responding to questions.

Tell me about yourself?

“I recently graduated from Pace University with my BA in Communications; additionally I participated in varsity athletics. Both of those experiences have given me valuable skills in communication, leadership, time management and teamwork. I also interned in the marketing department of Piedmont Enterprises where I observed and participated in the various aspects of successfully marketing a product.”

What are 3 strengths and give specific examples of how you have used those strengths?

“Two combined strengths are my strong organizational and time management skills. From my experience as an athlete where I was required to travel many days a quarter to games, practice several hours daily and carry a full course load I learned to manage my time very effectively. I worked out a practice and study routine that resulted in a successful athletic experience; we came in second at state, and I was able to maintain an overall 3.4 GPA.”
Marketing Your Athletic Experience:  
**NETWORKING**

**Networking**

Data shows most successful job hunts occur as a result of networking which is great news for student-athletes. This unique bonding over sport and alma mater often translates into job opportunities later! Use your Pace University athletic experience to connect with:

**Coaches**  
**Teammates**  
**Mentors**  
**Alumni**  
**Fans**  
**Opponents**

**FAST FACTS**

Everyone you meet is a potential connection to an employer. The more you build your network and nurture it the more effective you will be.

**30-Second Pitch**

Your 30 second pitch is a clear, brief message or “commercial” about you. It communicates who you are, what you’re looking for and how you can benefit a company or organization. It’s typically about 30 seconds. When networking or at a career fair, you can use your speech to introduce yourself to employers. Weaving a tidbit or two into your pitch about what you learned and what you accomplished as a college athlete will make your pitch more powerful.

“My name is Harry Jones and I’m a junior at Pace University majoring in accounting, and a 4-yr student-athlete on the Varsity lacrosse team. I’ve spent my past few summers working in a law office and now want to focus on an internship in accounting. I noticed that most of your accounting internships require strong analytical and organizational skills, two areas in which I excel. As a college athlete, I have been fortunate to also develop strong skills in leadership and time-management. I have extensive experience using Microsoft Office, especially when it comes to creating and manipulating spreadsheets in Excel. Could you tell me more about your opportunities for accounting internships and the best way to pursue an internship at your company?”

“Hello. My name is Ashley Miller and I’m a sophomore at Pace University where I am majoring in Communications. My other role at Pace is starting pitcher for our DII Varsity softball team, where I have had the opportunity to develop strong leadership and team-building skills. I’m very interested in a career in communications. I have completed a number of communications projects in my coursework, including one where I led a team of four classmates in designing and implementing a social media campaign for a new Pace student group. As a result of our campaign, their membership increased by 65% in just two weeks. I have heard about the quality experience communications interns gain at your company, and I am wondering about the internship opportunities available with you now?”
Think of your LinkedIn profile as an interactive business card. It's a summary of your professional experience, interests, and capabilities that is designed to attract the attention of important people who are searching for you online — recruiters, networking contacts, and grad school admissions officers. A strong profile is a key differentiator in the job market.

1. **Craft an informative profile headline**
Your profile headline gives people a short, memorable way to understand who you are in a professional context. Think of the headline as the slogan for your professional brand, such as “Student, National University” or “Recent honors graduate seeking marketing position.” Check out the profiles of students and recent alums you admire for ideas and inspiration.

2. **Display an appropriate photo**
Remember that LinkedIn is not Instagram or Twitter. If you choose to post a photograph — and we recommend that you do — select a professional, high-quality headshot of you alone. Party photos, cartoon avatars, and cute pics of your puppy don’t fit in the professional environment of LinkedIn.

3. **Show off your education**
Be sure to include information about all institutions you’ve attended. Include your major and minor if you have one, as well as highlights of your activities. It’s also appropriate to include study abroad programs and summer institutes. Don’t be shy — your LinkedIn profile is an appropriate place to show off your strong GPA and any honors or awards you’ve won.

4. **Develop a professional summary statement**
Your summary statement should resemble the first few paragraphs of your best-written cover letter — concise and confident about your goals and qualifications. Remember to include relevant internships, volunteer work, and extracurricular activities. Present your summary statement in short blocks of text for easy reading. Bullet points are great, too.

5. **Fill your "Specialties" section with keywords**
“Specialties” is the place to include key words and phrases that a recruiter or hiring manager might type into a search engine to find a person like you. The best place to find relevant keywords is in the job listings that appeal to you and the LinkedIn profiles of people who currently hold the kinds of positions you want.

6. **Update your status weekly**
A great way to stay on other people’s radar screens and enhance your professional image is to update your status at least once a week. Tell people about events you’re attending, major projects you’ve completed, professional books you’re reading, or any other news that you would tell someone at a networking reception or on a quick catch-up phone call.

7. **Show your connectedness with LinkedIn Group badges**
Joining Groups and displaying the group badges on your profile are the perfect ways to fill out the professionalism of your profile and connect to people with whom you have something in common. Most students start by joining their university’s LinkedIn group as well as the larger industry groups related to the career they want to pursue.

8. **Collect diverse recommendations**
Nothing builds credibility like third-party endorsements. The most impressive LinkedIn profiles have at least one recommendation associated with each position a person has held. Think about soliciting recommendations from professors, internship coordinators and colleagues, employers, and professional mentors.

9. **Claim your unique LinkedIn URL**
To increase the professional results that appear when people type your name into a search engine, set your LinkedIn profile to “public” and claim a unique URL for your profile (for example: www.linkedin.com/in/yourname).

10. **Share your work**
A final way to enhance your LinkedIn profile is to add examples of your writing, design work, or other accomplishments by displaying URLs or adding LinkedIn Applications. By including URLs, you can direct people to your website, blog, or Twitter feed. Through Applications, you can share a PowerPoint or store a downloadable version of your resume.
Top 5 Ways
to maximize your chances of landing a GREAT JOB after graduation

• Step 1 – Visit Career Services 2nd Semester FRESHMAN YEAR
  Write your first resume and learn how to network using social media. Obtain access to Pace’s valuable database of internships and entry-level jobs. Practice your interview skills with experienced career professionals.

• Step 2 – Get INVOLVED
  Join one of the many clubs or organizations Pace offers or volunteer locally. Assume a leadership role such as President or Treasurer where you will learn to work in teams, build budgets and manage projects. Employers love to see these activities on a resume and to hear students talk about these valuable experiences on an interview.

• Step 3 – Connect With EMPLOYERS
  Attend Pace’s career fairs and other employer based events such as industry panels, information sessions and our on-campus recruiting program. The on-campus recruiting program typically yields a great number of internship and job placements for Pace every year.

• Step 4 – Do INTERNSHIPS, Do INTERNSHIPS, Do INTERNSHIPS!
  Complete at least three by the end of senior year. Numerous on-campus jobs qualify! An internship can be done part-time during semesters or full-time over summer break. Many are paid and some can be applied toward college credit. Many internships convert to full-time jobs.

• Step 5 – Stay Connected With Career Services SENIOR YEAR
  Work with a Career Counselor to develop a customized full-time job search strategy. Attend career fairs, networking and on-campus recruiting events. Stay connected with Career Services until you land that job.

QUESTIONS? CONTACT US
Gannett House and Kessel 200
In-Person, Virtual or Phone Appointments
914-773-3415 | careers@pace.edu
OUR OFFICES:

New York City Campus
41 Park Row, 14th Floor
New York, NY
212-346-1950

Pleasantville Campus
Gannett House & Kessel 200
861 Bedford Rd.
Pleasantville, NY
914-773-3415

www.pace.edu/careers
careers@pace.edu