

# JOB AND INTERNSHIP HUNTING TIPS

What you need to start your job search:



Resume



Cover Letter

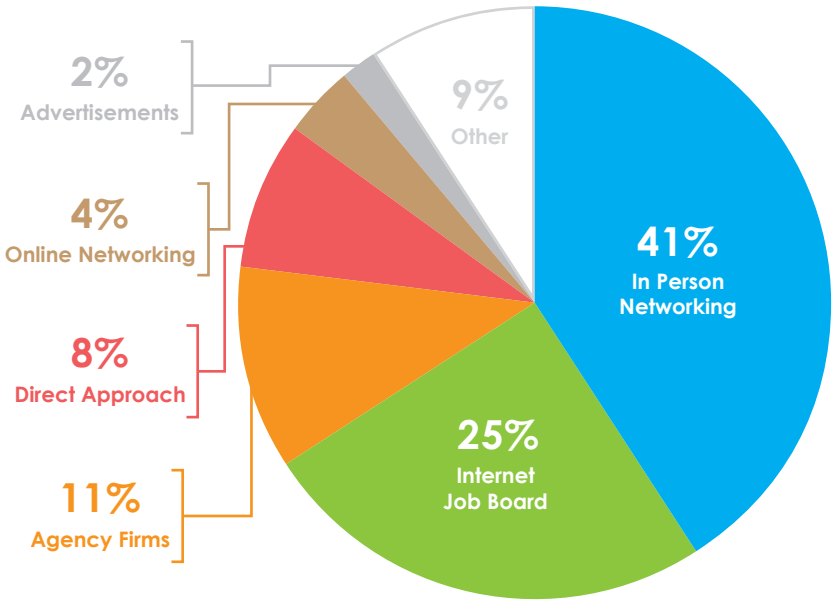


Updated Dolphin CareerLink Profile



Updated LinkedIn Profile

## BEST METHODS FOR FINDING EMPLOYMENT





Don't take rejection personally



Treat job hunting like a full-time job



Identify roles that suit you



Attend networking events



Build mentorships with faculty


## LINK INTO YOUR FUTURE CAREER TODAY!

Explore your career pathway by visiting **Dolphin CareerLink** via your **myCI** portal.


### Features Include:

- On- and Off-campus Jobs and Internships
- Registration for Workshops and Events
- Resume and Interview Handbooks
- Student Employment Application (on-campus)
- Graduate School Handbook
- Career Assessments
- Salary Calculator
- Career Exploration Resources
- Job Search Database
- Networking Strategies


## HOW TO FIND ON-CAMPUS EMPLOYMENT




Search on Dolphin CareerLink



Upload necessary documents such as a Student Employment Application



Check document approval status after 24 hours



Visit the Career Development Center for additional assistance



[go.csuci.edu/cdsFB](https://go.csuci.edu/cdsFB)



[@CICareer](https://www.instagram.com/CICareer)



[@CICareer](https://twitter.com/CICareer)



[go.csuci.edu/linkedingroup](https://go.csuci.edu/linkedingroup)

The University encourages persons with disabilities to participate in its programs and activities. If you anticipate needing any type of accommodation, or have questions about the physical access provided, please contact Disability Resource Programs at (805) 437-3331 or [accommodations@csuci.edu](mailto:accommodations@csuci.edu) as soon as possible, but no later than 7 business days prior to the event.



## CAREER DEVELOPMENT SERVICES FALL 2016 EVENT AND WORKSHOP SCHEDULE



Bell Tower 1548 | 805-437-3270  
[career.services@csuci.edu](mailto:career.services@csuci.edu)  
[go.csuci.edu/cdsweb](https://go.csuci.edu/cdsweb)  
M - F: 9:00 a.m. - 5:00 p.m.



CAREER  
DEVELOPMENT  
SERIES  
CHANNEL  
ISLANDS

# DROP-IN CAREER COUNSELING

BELL TOWER 1548



02:30 p.m. 10:00 a.m. 09:30 a.m. 02:30 p.m. 01:00 p.m.  
04:30 p.m. 12:00 p.m. 11:30 a.m. 04:30 p.m. 03:00 p.m.

**Sep 12 - Dec 2**

Drop-In Career Counseling is not available:  
Aug 29-Sep 11, Nov 3, Nov 11, Nov 24 - 26

## FALL 2016 WORKSHOPS AND EVENTS

### Career Development Center Open House

Meet with staff to get your career or graduate school questions answered. **Bring a hard copy of your resume and/or cover letter for a critique.**

Sep 8 | 10:00 a.m. - 2:00 p.m. | Bell Tower 1548

### Job/Internship Search Strategies

Find out how to implement job search strategies to take your search to a whole new level.

Sep 21 | 2:00 - 3:00 p.m. | Bell Tower 1548

### MBTI Interpretation

Obtain your MBTI results and understand how to utilize the results of your personality type in career decision making. **Must complete an assessment at BT 1584 prior to the workshop.**

Sep 29 | 10:00 - 11:30 a.m. | Bell Tower 1548

### Employer Interviews

Polish your interview skills by reserving a 20-minute interview with a local employer. **RSVP via Dolphin CareerLink. Select the Events & Workshops tab to schedule your time slot.**

Oct 20 | 3:00 - 5:00 p.m. | Bell Tower 1548

### MBTI Interpretation

Obtain your MBTI results and understand how to utilize the results of your personality type in career decision making. **Must complete an assessment at BT 1584 prior to the workshop.**

Oct 26 | 3:00 - 4:30 p.m. | Bell Tower 1548

### 13th Annual Graduate & Professional School Fair

Meet graduate school representatives from local and regional programs to gain information about admissions requirements and distinctive program features. For a current list of participating schools visit [go.csuci.edu/cdsnews](http://go.csuci.edu/cdsnews)

Nov 3 | 10:00 a.m. - 2:00 p.m. | Broome Library Plaza

### LinkedIn 101

Discover how employers recruit with social media and how to use LinkedIn as a job search tool. **Please bring your own personal laptop to create or edit your LinkedIn Profile.**

Nov 7 | 4:00 - 5:30 p.m. | Bell Tower 1548

## NETWORKING GROUPS AND MENTORSHIP OPPORTUNITIES

Building professional relationships and gaining contacts in your field will aid in launching your career. Attending networking events offered by local Chambers of Commerce is a great place to begin. Get involved by attending **monthly mixers, volunteering at events, joining the leadership council, or serving on a committee.** Engaging with local Chambers will help you:



Develop advanced leadership skills



Learn about local employers & job leads



Make valuable networking connections with mentors in the community

For more information, contact each chamber directly. If you don't live locally, find a Chamber of Commerce to join in your area.

Ventura Chamber of Commerce  
Camarillo Chamber of Commerce  
Conejo Valley Chamber of Commerce

\*Indicate you're a CI student/alumni when attending Chamber of Commerce events to receive a discount! Please note, many events are free of charge for CI students and alumni.

## HOW TO USE LYNDACOM VIDEOS:

1

Locate the workshop materials at: [go.csuci.edu/cdsweb](http://go.csuci.edu/cdsweb)

2

Select the workshop you wish to view

3

You will be prompted to sign-in to your myCI student portal

4

Press play to start the video

5

Complete the workshop guide as you watch the video

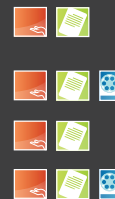
## ONLINE SERVICES

### Resources

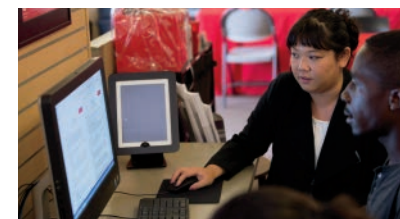
- Resume Templates, Samples and Handbook
- Career Assessments
- Career Research/ Job Search Databases
- Virtual Mock Interviews
- Skype Appointments

### Workshops

- Graduate School Application Planning
- Plan B: Graduate School or Full-Time Work?
- Career Boot Camp
- Exploring Career Pathways



## GRADUATE SCHOOL PREPARATION RESOURCES



### Graduate School Application Advising:

Visit Career Development Services during Drop-in Career Counseling to discuss the basic steps of graduate school research, the application process, planning, and preparation methods.



### Graduate School Bound Program (online only):

The Graduate School Bound Program assists CI students who are interested in graduate school. The program is offered in a self-paced online module format accessible at [go.csuci.edu/cdsgraduate](http://go.csuci.edu/cdsgraduate).

## KEY



PowerPoint Presentation



PDF guide for Presentation



Pre-Recorded Video Workshop

### Missed a Workshop?

Visit our website to locate pre-recorded video workshops and other resources, such as Lynda.com.