

Navigating Your Career Path

Personal Inventory

- Skills and abilities
 - Key strengths
 - People skills
 - Technical skills
 - Communication
 - Leadership
- Target your resume to the position
- Ask your references first

Career Path

- Identify your career preferences
- Discuss with your manager
- Seek development opportunities to enhance your skills and abilities

Share Your Story

- Include a cover letter
- Tailor to the position
- Be brief and informative (one page)
- Share your passion
- Sell your qualifications
- End with a strong closing statement



**Nothing is impossible,
the word itself says
“I’m possible!”**

Audrey Hepburn



Prepare

- Review the job description
- Create your interview stories
 - Similar/relevant to position
 - Recent examples
 - High impact
 - Use specific examples
- Use STAR format (Situation/Task, Action, Result)

Interview Day

- Be punctual
- Wear appropriate attire
- Bring notes
- Ask meaningful questions
- Thank your interviewers after the interview (email or handwritten note)

TIPS

Don't procrastinate

Anticipate technical issues

Proofread, proofread, proofread

Informational Interviews

Informational Interview

- Non-job-seeking interview
- Brief – 15-20 minutes
- Gain knowledge and understanding of the field you are exploring

Benefits

- Aid decision on college major
- Explore career options
- Develop networking contacts
- Practice interviewing skills
- Access current career information
- Hidden job market
- Discover opportunities not advertised

Who to Contact

- Who knows someone working in the field you are exploring?
- Ask
 - Family
 - Friends
 - Neighbors
 - Teachers
 - Former employers
 - College alumni
 - Work associates
 - Social organizations

Questions to Ask

- Lead-in statements to questions
 - I am interested...
 - I am curious...
 - I am wondering...
- Questions
 - ...what do you do as a [fill in job title]?
 - ...what do you like about your job?
 - ...what don't you like about your job?
 - ...what words of wisdom would you give someone interested in becoming a library employee at this branch?
 - ...what do you think this job will be like in the next 5-10 years?
 - ...what are the top 3 characteristics that you look for in a potential library employee?

Afterwards

- Thank them for their time
- Ask for their business card
- Send a handwritten thank you note/email
- Organize/save your notes by date, who you spoke with
- Consider how this new information informs a need to acquire additional skill-sets, explore new educational credentials, or pursue other career opportunities