

# College & Career Tips for High School Students

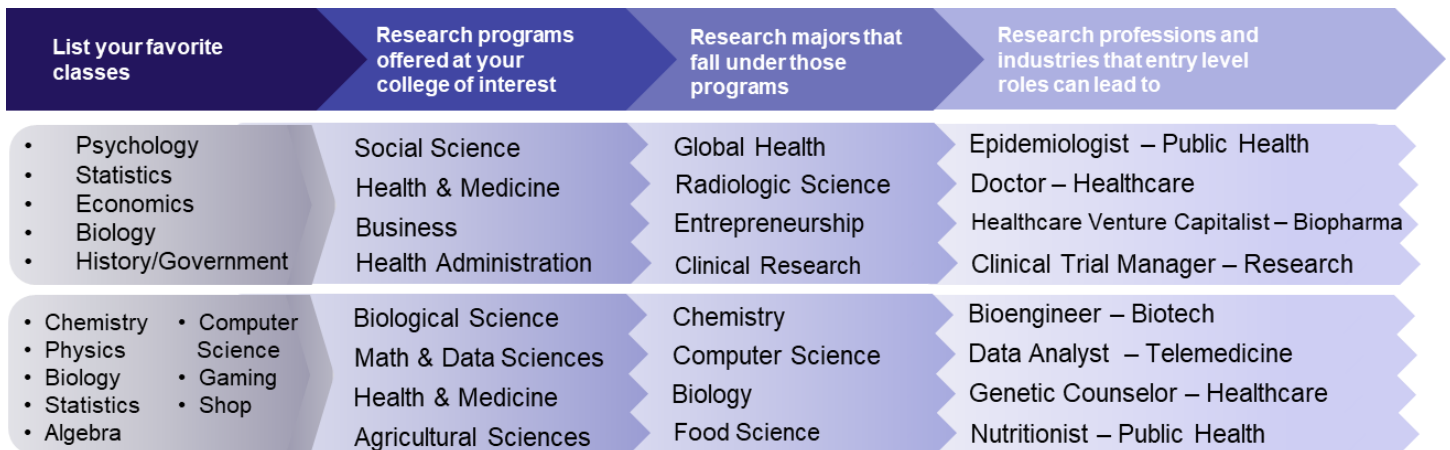
## Know Your Interests

As you select a major or begin a job search, it is essential to know your interests and strengths because you are more likely to enjoy a major/job when the tasks or coursework match your interests and skills.

- Take a moment to think about what you enjoyed most about high school:
  - Favorite subjects or classes and why
  - Assignment or class project that you did well in and what skills you used
  - Extracurricular activities or sports you enjoy in your free time.

## Research

- Research college programs, majors and resources that match your interests and skills.
- Research professions that require degrees in those majors (e.g., [Indeed Path](#)) and the paths taken by people currently in these industries to get these jobs
- Research industries, organizations, and companies that offer those jobs.
- Research internships, volunteer opportunities, and entry-level jobs at those organizations.



## Network

Networking involves meeting new people or building relationships with colleagues. Expanding your network is an opportunity to make new connections and strengthen professional relationships in a more casual setting than during work hours. Maintaining the right network can expand professional knowledge, job recommendations, and new business opportunities.

- Join the student council or a career-focused group to meet other students with similar interests.
- Get to know your teachers, coaches, and friends' parents to learn about their career paths.
- Work with your school counselor to research colleges, majors, and careers.

## Job Search

- Use professional websites such as LinkedIn, Glassdoor, and Indeed to research open positions.
- Reach out to Staffing Agencies for temporary or contract positions to get your foot in the door.
- Take advantage of internships that may lead to paid jobs.
- Volunteer at an organization of interest like a hospital or community clinic to understand the work setting.
- Use the network you already have (e.g., teachers, family, coaches, friends).
- Access Career pages directly on company websites and search for entry-level jobs or internships.

## Resume

- Start with the free resume templates available on Microsoft Word or Google Docs.
- Choose a suitable resume format for the job you are applying for. For example, a resume tailored for a scientist position should be simple and not graphics-heavy.
- Use common fonts such as Calibri, Times New Roman, and Arial.
- Ensure your resume has the following key sections:
  - Contact Information - Name, Location, Email and LinkedIn (optional).
  - Brief Professional Profile - 3-4 sentences summarizing your background (optional)
  - Relevant Experience - list relevant work experience and internships.
  - Education - list degree, duration, and GPA.
  - Certifications - list certifications gained or find relevant certifications on LinkedIn or Coursera.
  - Skills
    - Soft skills: communication, influencing, creativity, teamwork, organization
    - Hard skills (Technical): Microsoft Word, EPIC hospital database, SEO/SEM Marketing
  - Extracurricular - list internships, organizations, volunteer work
- Tailor your resume to the qualifications and responsibilities listed in the job description.
- Proofread your resume from top to bottom.

## Cover Letters

- Explain why you are interested in the position and the company.
- Emphasize qualities or experiences in your Cover Letter that are not apparent in your resume.
- Succinctly state why you are a good fit for the position.

## Interview

- Review your resume and prepare to speak to every point listed in your resume.
- Plan enough time to prepare for the interview and research the company and its mission.
- Review the job description and be prepared to explain why you are a fit for the role.
- Understand gaps in your competency and prepare to explain if asked.
- Prepare thoughtful questions for each interviewer.
- Send a thank-you note or email to all interviewers post-interview.

## On the Job

- Plan to arrive on your first day on time and well rested.
- Bring a notebook and pen to take notes.

- Review any onboarding materials provided to you that may specify work attire.
- Be prepared and ready to review training materials.