



## SKIDMORE COLLEGE

CAREER SERVICES

[www.skidmore.edu/administration/career](http://www.skidmore.edu/administration/career)

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## SOPHOMORES!

Use the Summer to

Maximize Career Potential

- Visit the Career Services Office homepage at [www.skidmore.edu/administration/career/](http://www.skidmore.edu/administration/career/) This handout references several links from our page.
- Do some **career research** with books in the Career Services library or at a career services office at a college in your area. Visit the **Exploring Careers** link on the CSO homepage to do some **online career research**. See the Career Services staff for suggestions regarding specific resources suited to your interests.
- **Conduct informational interviews** with professionals in fields of interest. Find out from insiders about areas of opportunity and make contacts for your job search next year. Networking is also a great strategy for locating summer jobs and internships. Follow any one of the **Career Network** links on the CSO homepage for names of alumni and parent **Career Advisors** (they've all volunteered to advise you). Ask a Career Services staff member for the password.
- **Assessing your skills and values** is vital to selecting appropriate career targets and convincing employers that you are right for the job. Career Services has a packet of exercises that will prepare you for meeting with a career counselor regarding your skills, interests and values.
- **Compose a draft of your resume**. You will be more prepared to apply for internships during your Junior year if your resume is done. Pick up a copy of our free *Resume and Cover Letter Writing Guide* or consult our **Resumes/Cover Letters that Work** webshop (click on the **Webshops** link on the CSO homepage) or our other online resume and cover letter support at the **Resumes and Cover Letters** link.
- **Obtain an internship or summer job that will give you some exposure** to a career field of interest and help you to develop relevant skills and knowledge. If you need to make money and can only find unpaid internships, **consider combining a part-time unpaid internship with a paid summer job**. Visit the **Finding Summer Jobs and Internships** webshop (click on the **Webshops** link on the CSO homepage). **Search InternCenter, the Career Services online internship database**, for leads. It is updated daily. You must be registered with Career Services to access the database. Once registered, login at the **Internship/Summer Jobs & Resources** link on the CSO homepage. Ask a Career Services staff person for the username and password if you're searching from off-campus. Check with a career services office in your home area for additional listings.
- **Generate an address list of the people in your family/friend network**. Later on you will ask these people to share contacts, career information and job leads. In fact, you may want to set up some informational interviews with these individuals this summer to begin exploring careers or to find internships.
- **Identify professional associations in your field of interest** and join as a student member. You will get a membership directory and information about conferences which will help you to make contacts in your field.
- **Start reading the professional journals** that relate to your field of interest. This will help you to learn the language used in the field and expose you to trends.
- Consider taking a **course or seminar** related to a field of interest during the summer. Perhaps there is a course at a local college that is not available at Skidmore or that you were unable to take during the year. Journalism, architecture, sports administration, interior design, film, graphic design are amongst the many options.
- **Please feel free to contact the Career Services staff** for help with these and other strategies to gain maximum benefit from the summer before your Junior year.

### *Planning to Study Abroad?*

*If you are studying abroad during the Spring or Summer of your Junior Year, please consider the following:*

- If you anticipate going to graduate school, begin planning now. Consider preparing for admissions exams this summer and taking exams during the Fall of your Junior year if you will be unable to prepare next summer. Pick up a copy of our *Graduate School Guide* and meet with a career counselor.
- It is particularly important to do an internship this summer and/or next Fall if you will be unavailable next summer.
- If you will be returning from study abroad early next summer it will be critical for you to do some planning and networking before you leave in order to land an internship next summer. See a staff member for help.