1. Study hard and get the best grades you can.

2. Develop and maintain a positive, enthusiastic attitude.

3. Take a computer or business course as an elective.

4. Be sure that your professors know you and are aware of your career goals.

5. Activate your HIREsooner account and upload your resume to your HIREsooner page.

6. Develop a resume using Optimal Resume and have it reviewed by a Career Services adviser. (available online at www.hiresooner.com)

7. Schedule your class load so that you will have sufficient time for job search activities during your junior and senior years.

8. Enroll in a career planning/job search class.

9. Obtain an internship, co-op, or summer job that is unrelated to your field.

10. Volunteer to work on a project that would enhance your professional growth.

11. Become an active member of an organization related to your area of professional interest.

12. Volunteer for committee assignments that will develop your leadership skills.

13. Create a professional LinkedIn profile and monitor your online persona on all websites to ensure professionalism.

14. Volunteer to assist with professional activities.

15. Join the student branch of professional associations in your field of interest.

16. Volunteer to speak before groups.

17. Hold a leadership position (e.g., officer, project coordinator, committee chair, etc.) in an organization.

18. Learn to relax, smile, and shake hands effectively.

19. Get acquainted with Career Services’ Career Information Center and online resources related to career fields, industries, and employers.

20. Develop and expand your list of contacts or network by talking to those who can give you current information about your field (e.g., professors, alumni, employers, friends, family).


22. Read business publications and journals related to your professional interests.

23. Consider part-time and temporary positions to gain relevant experience.

24. Shake hands with every employer representative and speaker in your classes and organization meetings, and send each a resume.

25. Develop a target list of employers who seek OU graduates.

26. You can use the Employer Database available at HIREsooner.com to assist you.

27. Collect and analyze company information on these employers.

28. Gather information about professional exams and licensure procedures if applicable to your field.

29. Practice interviewing skills and schedule a mock interview in the Career Services office.

30. Assess your skills, values, interests, and goals and be able to relate them to employer requirements.

31. Review your goals: Are they realistic? Are you giving yourself enough credit?

32. List five or more personal measures of success or job satisfaction.

33. Think about where you would like to be five years and ten years after graduation.

34. List three achievements or accomplishments and all the problem-solving skills used.

35. List three weaknesses and what you are doing to change them or how they are compensated for by your strengths.

36. Conduct informational interviews with people directly involved in your chosen profession.

37. Learn to write grammatically correct letters.

38. Always send thank-you and follow-up letters.

39. Develop your 60 second “elevator pitch” to quickly explain to employers and recruiters why you would be a good hire.

40. Review salary information pertinent to your area(s) of interest.

41. Make sure that all social media site project you in a professional manner.

42. Know at least eight (8) career alternatives after graduation; study and evaluate each.

43. Develop an understanding of professional dress and grooming and invest in a professional wardrobe to use for interviewing.

44. Be ready to begin your job search early. Don’t wait until right before you graduate.

45. Prepare a superior resume and have it critiqued.

46. Obtain permission from three to four professors and/or past employers who would be willing to provide a helpful reference for you.

47. Set up an appointment with a Career Services adviser to discuss options and develop a job search plan.

48. Learn to use Career Services and your HIREsooner account to maximum advantage.

49. Attend any appropriate Career Services job search programs, workshops, and webinars.