

## Student Graduation Checklist

Nearing completion of a program of study is a stressful time for many students. With approaching events, new experiences and challenges looming on the horizon such as the graduation ceremony, job interviews, new employment, and possible moves...all add up to stress. To ease some of that stress and give our upcoming graduates a jump start for completing their program of study and finding employment Career Services has developed the following check list for your assistance. Please let us know if the check list is helpful to you or if you think of any additional items to add.

### **Job Search**

- Prepare your resume early—your resume can be a good tool that will speak for you and represent you for a position. A poor resume will do just as much to hurt you—some pointers:
  - Don't use I, me, my or am in a resume—these words take up valuable space in a 1-2 page resume which can and should be excluded.
  - Try to limit your resume to 1 or 2 pages depending on the position being applied for...some may even require more.
  - The best resumes have a separate page for references—references included in a resume takes up valuable that can be used to showcase skills and experience.
  - Your resume should be neat and clean—hopefully to reflect your style and appearance.
  - A one hour resume usually looks like a one hour resume—take the time to develop your resume over several days or weeks if needed.
  - The best resumes are tailored for the position being applied for—ensure (if you have those qualifications) that every required or preferred qualification or skill is listed in your resume from the job posting.
- Prepare your cover letter—not all job listings require a cover letter, but it is a good idea to have one prepared if needed.
  - Cover letters usually have around three paragraphs an opening, the body (what skills and talents you are bring to the company), and a closing—in the body include some additional items that may not be found in the resume or expand on some of those that are.
- Prepare your references—ensure your references are aware you are using them and have some idea of what type of reference they will give.
- Job search...where do I start?
  - Best source...have a good networking system set up—old employers, parents, friends, neighbors, pastors, etc. all looking out for the best job for you.

- Visit your Career Center—obtain firsthand knowledge on job search techniques from the Web, Room 143E at OTC, 912-871-1620.
- Apply with the Department of Labor—the Statesboro DOL Office is located on Packinghouse Road, 912-681-5156.
- Define the area where you want to work—are you willing to move if needed?
- Define a salary range needed.
- Define the industry you plan to work within—hospital, Doctor’s Office, etc.
- Set up your answering machine with a professional adult sounding message.
- Obtain an e-mail account with a professional adult sound to it—not like sugarplum@yahoo.com or mudboggheadbasher@fronternet.net—only provide an e-mail addresses if you plan to check it daily (unanswered e-mails can hurt).
- Obtain suitable clothing for an interview—don’t know what to wear? Contact the HR Office where you are applying they are always an excellent source for what their interviewers prefer—some employers prefer work cloths, steel toed boots, etc. Others may prefer business attire.
- Set up child care if needed for job interviews and employment—children tagging along for a job interview or taken to work is a definite no.
- Obtain suitable transportation—ensure your vehicle in serviceable and clean—some employers have been known to examine the vehicle the interviewee after arrival (unknowingly)...a trashy vehicle usually means a trashy office or poor housekeeping skills.

**Moving**

- Household set up/shut down—electricity, water, gas, garbage pickup, phone, cable, satellite TV, Internet, and mail.
- Newspapers or other home delivery items.
- Give creditors your address change
- Bank—stop/start allotments and stop/start direct deposit.
- Doctor/Hospital—find the doctor and hospital you plan to use...don’t forget those medical records.
- Veterinary Care—establishes veterinary care for pets.
- Driver Licenses/Auto Tags—changing states may require a new license within 30 day.

Career Services provides numerous services that may be of assistance to you before and after graduation such as assistance in job search, resume assistance, goal setting, developing your interviewing skills, etc. Career Services also maintains a resource center with computers, printers and Internet to enhance your job search abilities. Alumni services are available—once an Ogeechee Technical College family member always a family member—we can also offer alumni referrals if moving out of the area to other technical college Career Centers.

Give us a call or stop by to see how we can help you.