



Job Search for Arts and Science Students

414.288.7423 ■ career.services@marquette.edu ■ www.marquette.edu/csc ■ Holthusen Hall, 1st floor

Be Proud of your Arts and Science Degree!!

Students studying subjects in the liberal arts or the sciences usually do so because they have a love of that subject. However, Arts and Science (A&S) majors may be unsure of what they can do or want to do with the degree, especially if they are not planning on attending graduate school. Unfortunately, as graduation approaches, some students panic as to what their career options are, having observed friends--who are in disciplines that train for a specific career--interviewing for positions and being offered jobs in accounting, engineering, education, computer science, nursing or physical therapy.

Career counselors sometimes hear arts and science students making statements like, "I JUST have an English degree or I ONLY have a chemistry degree." They say this in a tone that labels them as "second class graduate." These type of statements are usually followed up with another erroneous career approach—"I just need a job. I'll take any job!"

Arts and science degrees are among the best degrees to have at the undergraduate level. They have developed you into a well-rounded, educated person. They allow you to continue in graduate school, specializing in a more focused profession, or to seek positions based on your broad based knowledge of the world, your skills, your strengths, your experience and last, but not least, your interests!

Making Decisions about your Major or Your Career

If as a freshman or sophomore you are undecided about a major, start by seeing a career counselor in the Counseling Center. Even if you are decided, you may want to start deciding on a direction early on in your studies. For this you can see a career counselor in the Career Services Center.

By the end of your sophomore year, you can be seeking internships for the summer and/or during the semesters. Internships can help you understand what you like in the world of work and what you don't like. In addition, when it comes to finding a full-time post-graduate position, internship experience is extremely valuable in making you a competitive candidate.

But before you look for an internship or full-time job, you need to take a step back and determine some things about yourself.

Who Are You?

- What is your philosophy of life?
- What is your belief system?
- What are your spiritual values?
- On what level do you want to contribute to society?
- What work category fits you?
- What things in life are important to you?

Sit down and write short answers to these questions. Think about them. Talk to your friends about them. What job or career you go into should be based on the foundation of who you are.

What Are Your Interests?

Surprising as it often is to students, employment should have everything to do with your interests! Career counselors often see A&S students who have no strong career interests and have not thought past their academic endeavors, to A&S students with many, many interests and who are unable to focus on a couple options.

List your Interests;

- Look at jobs or volunteer work you have done going back to high school.
- Look at hobbies and activities
- What do you like to do in your free time?
- Do you have a passion for anything?
- What tasks have you gotten excited about doing in college?

What Are Your Job Values?

As you are defining your interests, look at your values; that is what is important to you in the workplace. Sometimes the two can clash but on the whole, if you know both, that narrows down your options. Ask yourself and find answers to the following questions:

- What type of environment do you want to work in?
- How many hours do you want to put in?
- What kind of benefits do you want to receive?
- What geographic location do you prefer?
- What quality of life have you set for yourself?
- What salary do you want to earn?

Skills and Strengths

After deciding on some interests and values having been introspective and honest with yourself, you might feel ready to go and find a position that fits you. One day, your mom's cousin's neighbor, a manager of a communications department hears you are looking for a position and advises you to send a resume. You are flattered as of course communications "could fit you"!!!! You get an interview and your interviewer has only one question:

Why should I hire you?

If you don't know the answer to this question, you are NOT ready to interview nor to do a job search. The answer revolves around the issue of what you have to OFFER to an employer. Many students will say, well, I really don't have a lot to offer since I just majored in the liberal arts. But think again....

The treasures you have to offer include:

- Academic Degree
- Skills
- Strengths
- Personality
- Experience
- Past accomplishments or successes

Your skills can fall into THREE distinct categories:

- **"Job-Content" Skills**

These are the abilities and expertise learned from majoring in a particular area as was mentioned above AND/OR additional skills gained through an internship, volunteer or part-time experience

- **Transferable Skills**

These skills derive from an A&S education or A&S-based education. They include:

- Communication: writing, speaking, listening and discerning
- Researching
- Analyzing
- Critiquing
- Problem solving

Supposedly, every college graduate has some 2,000 skills.

- **Personal Characteristics**

Personal strengths are personal characteristics and attributes you have that are a part of your personality. They are traits you were either born with or abilities that you have developed over the years.

Some adjectives describing your traits might be:

Reliable	Enthusiastic	Energetic	Organized
Determined	Affable	Compassionate	Persuasive
Motivated	Ambitious	Independent	Detailed

Your personal strengths can also include natural abilities like:

- A high level intelligence
- Natural interpersonal skills
- An innate math mind
- Understanding of details
- Computer savvy

Other Strengths You Have to Offer

Personality

Everyone obviously has a different type of personality. There are no right or wrong personalities, only a need for you to understand the type of person you are and how that can enhance your job. Don't be afraid to let your personality come through in an interview.

- Likeability Factor
- Sense of Humor
- Compassion
- Intelligence and...
- ATTITUDE !

It is often said that an employer would rather hire someone with a good attitude and train them, than hire someone with the expertise but a poor attitude.

Experience

The above skills and strengths can be considered the raw material you have to work with. However, you need to mold these materials, direct them, hone them into application that gives them even more strength called experience.

Employers today almost expect an applicant to have completed an internship (or two or three) or to have had a related work experience of some type.

This experience can be picked up through a variety of situations:

Internships	Part-time Work	Summer Work	Volunteer Work
Activities	Travel	Projects	

Let the employer know what you have done, what projects you've worked on, successes you've had, what promotions you've had and what you gained from these experiences

Marketing Yourself!

Be prepared to talk about your accomplishments and successes you had while doing an internship or other experiential learning situation.

- Prepare Paperwork
 - Spend time doing a resume and cover letter.
 - If you have not started a resume:
 - You can go to [OptimalResume](#) which is a program to create and manage customizable resumes. These resume automatically are formatted so that you can insert them into an e-mail directly,
 - Or upload them to your website or use them as a Word document.
 - Get [samples](#) in the Career Services Center or on the website; prepare your own resume on Word.
 - Please send your resume to [MU Career Manager](#) where your resume will be critiqued, you can see job postings and employers can peruse your resumes. You can also sign up for on-campus interviews at this site.
- Understand Behavioral Interviewing
 - Get interviewing [handouts](#) and questions
 - Make an appointment for a mock interview with a counselor in the Career Services Center.

The Job Search

"A job search is just another big research project. The more information you can gather, the more it will pay off."

There are basically two ways to do a job search:

Reactive Search

React to what job vacancies are listed in **newspapers, online databases, job publications** and **temp agencies**. This is the more passive way to find a position. If you are lucky and find a job through the reactive method, you will probably consider the job search very easy. However, approximately only 15% of jobs are gotten through this method.

Career Gateway

Check out the Online Services below on the Gateway!

1) Golden Eagle Search

This Job Search Portal has over 5 million ***national*** job postings that come from corporate web sites, job boards, education, government, newspaper and recruiting websites. Jobs are collected from all industries, disciplines, and regions.

2) Vault Career Library

Vault is the world's leading source of career information. It will make your efforts at researching employers, industries, and career subjects infinitely easier and more efficient. Resources include:

- 80+ Career Guides
- 3,000+ Company Profiles
- 1,100+ Vault Career Advice Articles
- Industry and Occupational Profiles
- Access to the Vault Message Boards for insider information

3) Career Alumni Network

The Career Alumni Network, can assist you in many ways; whether you are researching career fields or seeking a position in a particular state, industry, or organization.

Note: When you click the link above, some browsers may return a message that states "This is a non-secure form. Do you want to send it anyway?" Please disregard and click "Send."

4) ReferenceUSA

Reference USA is a database of 12 million companies and organizations. It is searchable by geographic location, SIC codes, company size, etc.

Sample of books in the Kimberly-Clark Career Services Library:

- Crain's Chicago Directory*
- Business Journal's Book of List*
- International Job Finder*
- Great Jobs for Communication Majors (and other communication books)*

- **Proactive Search**- Over 80% of positions are found through being proactive; that is using the following methods:

Research

Informational Interviewing

Contacts

In other words.....**NETWORKING!!!!!!**

Find out what organizations you might be interested in, study them on the web; find someone who works there that you might talk with or who knows someone there that you might talk with. Have an informational interview with a person whose position you would like or would like to work up to.

Ask at least the following six questions:

- What do you do every day?
- What do you like about your job?
- What don't you like so much?
- What is your background for this position?
- Here is my background; what do I still need to make myself competitive in this field?
- Do you know anyone else that I can talk to?

Kimberly-Clark Career Library Resources in the Career Services Center

Crain's Chicago Directory

Business Journal's Book of List

International Job Finder....and many many more!

DISCOVER PROGRAM

DISCOVER provides information to help people make important career and educational decisions. Using assessments of career-relevant interests, abilities, and job values, DISCOVER helps individuals consider career options that are a good match for them.

Access via: <http://www.act.org/discover/login>

Please call 288-7423 to obtain a user ID.

Job Search Procedure Summary

- Research, network, and conduct informational interviews
- Write and send resumes and cover letters, warm or cold
- Follow up with a phone call
- Try to talk to the person who has the power to hire you
- Keep your name before this person
- Prepare to do an effective behavioral interview
 - ("Tell me about a time when....."
 - "Explain a situation where there was a conflict you had to resolve at....."
- Follow up with recruiter after the interview
- Wait to hear, hopefully, about a job offer!

And finally.....

You're soon to be a graduate of Marquette University. You've been through four years of demanding yet exhilarating education. It's time to take a moment to pause and reflect. What does this wonderful privilege of education mean?

From their beginnings, the Jesuits have been great believers in an Arts and Science education. There is a book that equates the methods the Jesuits have used through the centuries to become successful with methods necessary to lead a present-day company to the forefront.

Heroic Leadership: Best Practices from a 450-year-Old Company that Changed the World. By Chris Lowney

Lowney is a former Jesuit seminarian who became managing director at J.P. Morgan. He has researched the history of the Jesuits, now the world's largest religious order with 21,000 professionals, and has concluded the basis of their success rests on four pillars which he goes on to describe in the book. You are a product of this Jesuit "Corporate" Culture.

- What are the Jesuit leadership secrets?
- How did individual Jesuits become leaders and why were their "corporate" efforts successful?
- How did the Jesuits build the most successful religious company in history?

Jesuit Four Pillars or Principals

- 1) Understanding your strengths, weaknesses, values and worldview**
- 2) Confidently innovating and adapting to embrace a changing world**
- 3) Engaging others with a positive, loving attitude**
- 4) Energizing yourself and others through heroic ambitions**

Let these be the secret to your success. And lastly, put rejection letters or e-mails on the "fridge" and value them because everyone of these past steps is leading you to the top—your job. Don't get discouraged!

You're a Marquette grad! Congratulations! Hold your degree in esteem!

Some students or alumni find it helpful to talk to a counselor about their career concerns and ask for advice. You can always make an appointment with a career counselor in the Career Services Center, 1st Floor, Holthusen Hall, 288-7423.