

Getting a Position in your Field

by Emily Newell, Student Marketing/Comm. Assistant

Here are tips to use your education, network, and skills to get a career-related position before and after graduation.

See what is out there

Access HireNKU to see what co-op, internship, and full-time positions are currently available. You can find job postings from local and regional companies looking to hire NKU students. Upload your resume to make the application process swift. Searching is easy because you can use filters for a more targeted search.

Talk with a Career Advisor

If you don't know where to start, or even if you just need some advice on your plans, Career Advisors can help you navigate your journey into the world of professional job searching. Call Career Services to set up an appointment.

Update your resume to be career specific

Your resume will start to change when you are looking for a job in your field. Rather than listing all job experiences, you should instead highlight things you have done that relate to your field, including internships, projects, volunteer work, activities, etc. A Career Advisor can help you make these changes if you don't know what you need to change and what you need to keep.

Practice your interview skills

Schedule a mock interview with a Peer Career Assistant. They will ask you questions tailored to your field to help you succeed in interviews. After the mock interview, you will talk about what you did well and how you can be more prepared for your next interview.

Attend a career fair

Career Fairs are a great way to meet employers in our area. Network with organizations in your field and get your name on their radar. If you find an organization that you are really interested in, get a business card and reach out to them after the fair. This is also a good opportunity for you to get to know more about these organizations. Ask questions and find out which organizations are a fit for you.

“Education is not just about going to school and getting a degree. It's about widening your knowledge and absorbing the truth about life.”

-Shakuntala Devi

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Student Meeting with Potential Future Employers

Spring Career Events

Career Expo 2019
2/27 | 2-5 pm | SU 1st Floor

**Southwest Ohio/
Northern Kentucky
Education Career Fair**
3/19 | 8:30 am-5 pm
Cintas Center,
Xavier University

Teacher Career Fair
4/29 | 3-4:30 pm
University Center, 2nd & 3rd
Floor Lobbies

Walk-in Hours

Mon.: 3:30-5:30 pm
Wed.: 9-11 am
Thurs.: 2:30-4 pm

Extended walk-in hours prior to Career Expo:

Fri., Feb. 22: 1-4 pm
Mon., Feb. 25: 2:30-5:30 pm
Tues., Feb. 26: 1-4 pm

*There are no walk-in hours on
Wed., Feb. 27*

Career Services

UC 225
nku.edu/careerservices

M: 8:15 am - 6 pm
T-F: 8:15 am - 4:30 pm

859.572.5680
careerservices@nku.edu

Finding Balance

by Emily Newell,
Student Marketing/Comm.
Assistant

College is a constant balancing act. There are classes, organizations, jobs, internships, and usually twenty other things on any given week. Sometimes it can get extremely stressful and overwhelming. Being able to find a happy medium can be challenging at times.

Things to do:

- Write it out: Make a weekly schedule of what you have to do.
- See how much time you are spending on each activity per week.
- Try to cut down in one area, or cut down a little bit from a few different areas (preferably not classes).
- List all of your obligations by importance to you, and focus your energy on what is most important.
- Keep an accurate calendar: If you agree to something, write it down or put it in the calendar on your phone. If you think you will forget it, set a reminder for yourself.

Things to avoid:

- Saying yes all of the time: You need to be able to save some time for yourself. That sometimes means saying no when someone wants you to volunteer your time.
- Double booking: If you know you need to work on homework, then don't blow it off to do something else. You will either end up staying up too late to get your homework done or you won't do it at all.
- Booking yourself everyday of the week: Leave one day a week for yourself. If that day comes and you want to do something, that is fine, but give yourself the option to unwind.

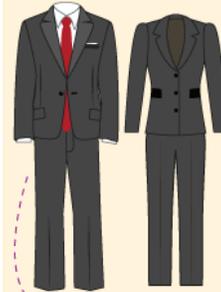


Dress for Success!

A GUIDE ON HOW TO DRESS FOR
YOUR NEXT JOB INTERVIEW

Business Professional

JOB INTERVIEWING ATTIRE



- CLOTHES SHOULD BE:**
- SOLID, DARK OR NEUTRAL COLORS
 - LIGHT COLORS CAN BE WORN UNDERNEATH
 - NO STRIPES OR BRIGHT PRINTS/COLORS
- SHOES SHOULD BE:**
- CLOSED-TOE HEEL OR DRESS SHOES

SUIT JACKET & PANTS/SKIRT
SHOULD BE MATCHING COLORS

PERSONAL ITEMS & CELL PHONES

Keep cellphones turned off and out of sight with personal items



Carry a portfolio, professional bag or simple purse

BRING ESSENTIALS ONLY!

Business Casual

DAILY WORK ATTIRE

BUSINESS CASUAL COLORS & STYLES

- NICE PANTS/SLACKS
- DRESSES
- NO JEANS, SHORTS, SUNDRESSES OR ATHLETIC WEAR



SKIRTS & DRESSES
should be knee length when standing and thighs covered while seated



TIES
OPTIONAL

JACKETS & SHOES

Blazers & cardigans with flats, boots, closed-toe shoes, or comfortable shoes for walking in



General Recommendations

IT'S ALL ABOUT THE FIRST IMPRESSION

CLOTHES SHOULD BE:

- TAILORED
- IN GOOD CONDITION
- WRINKLE & LINT FREE

HAIR
Well groomed hairstyle

NAILS & MAKEUP
Natural in style

JEWELRY & FRAGRANCE
Wear moderate jewelry with mild fragrance

PIERCINGS & TATTOOS
Align to company culture or standards

NEAT & CLEAN
DRESS SHOES

Belts should match the color of your shoes and attire.

Infographic courtesy of Stetson University.