Career Tools at Your Fingertips...

Career Tool 1: CAP, Career Advice Blog
- Duke in Career Tools...
- Why can I do with a major in communication?
- What skills do I need for career success?
- How can CAP help me?

Career Tool 2: Vault
- Top 10 sites for job search
- Most trustworthy sites for advice
- Applying for top-rated companies
- Choosing a major or career
- Preparing for an interview
- Writing a resume or cover letter

Career Tool 3: Recruit-a-Duke!
- Applying for on-campus interviews
- Submitting your resume
- Searching for jobs

Career Tool 4: JMU STC, Society for Technical Communication
- Alumni Spotlight featuring Younes Haimani

In This Issue:
- What JMU students are saying:
- Inquiry: Who can help me?
- Event:
- Internship Search:
- Job Market:
- Where to go from here:

Career Advice Blog:
- Alumni Spotlight featuring Younes Haimani

Younes Haimani, alum of JMU STC, discusses his time as a member of the JMU STC Alumni Chapter and how it helped him transition to his career.

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A Message from the President

9. Adjust Your Resume
Your resume is not set in stone. You are at liberty to adjust it based on what the job requires and the skills you believe are most relevant to those requirements. For example, if you want to intern at a company that focuses on digital marketing, you may want to prioritize listing your skills in that area. It’s important to tailor your resume to each position you apply for, as it shows employers that you are serious about working for their company.

4. Reach Out
- Contact the internship provider by sending them your resume and/or cover letter. Some internships may require interviews, so it’s important to prepare and practice your interview skills.
- Make sure to look for jobs that interest you and align with your personal preferences and relationships. Employers want to hire people, not robots, so make sure your application shows enthusiasm and personalization.

7. Networking
Networking is a crucial part of your job search. By forming personal relationships with people in your field, you are increasing your chances of being considered for positions that are available. Networking can also provide you with valuable feedback on your resume and cover letter, as well as potential leads on internships and jobs.

3. Your Resume
- Make sure your resume is different for every position you apply for. Every company is different, your resume should be different, and being personable, open, and friendly are all good ways to get noticed. Highlight the skills that will be most applicable to that position.

As a senior, I’m overwhelmed with the idea of finding a job, getting an internship, and being personable, open, and friendly are all good ways to get noticed. With RAD, it’s organized, convenient, and easy to apply for jobs on Google, it’s overwhelming because I get thousands of unrelated results. With RAD, it’s organized, convenient, and easy to scroll through and see what interests me or what I qualify for. It’s so easy to look through jobs on Recruit-A-Duke because you can easily search for jobs based on major, location, and field of interest, and the skills you believe are most relevant to those requirements.

It’s hard to believe we are already so far into the semester. On behalf of all the other officers here at JMU STC, I want to thank you all for your hard work and dedication. We are looking forward to our next meeting on February 11th, 2015. Please feel free to contact me at longsr@dukes.jmu.edu. Thanks again, and I hope to see you at future meetings!