**Steps for a Successful Job Search**

**Step 1:** Set up an appointment with the Business Career Center
   Helmerich Hall 215
   918.631.2216
   bus-career@utulsa.edu
   www.utulsa.edu/business-careers

**Step 2:** Register on Golden OpporTuNities and get familiar with website
- www.utulsa.edu/business-careers - Click on LOGIN to Golden OpporTuNities under Student Resources
- OR www.hireTUgrads.com
- Additional Resources Tab: Going Global – International and larger city job search engines, Internships.com

**Step 3:** Create Resume and Cover Letter
- Utilize Word and create your own unique resume
- Set up an appointment with Business Career Center to review before you upload your resume
- Create business cards – Business Career Center will make them for you

**Step 4:** Apply for internships and full-time positions
- Review employers coming on campus and sign up on Golden OpporTuNities – campus interviews and information sessions
- Review positions posted in Golden OpporTuNities and apply
- Review other web pages for resources – get a list of major specific search engines from Business Career Center
- Attend career fairs, information sessions, workshops and student organizations
- Visit TU Career Services to become familiar with the facilities, Holmes Hall, Room 17, 918.631.2549, www.hireTUgrads.com
- Volunteer on campus, alumni events, in the community – Tulsa Young Professionals
- Create a list of employers to target

**Step 5:** Set up an appointment for a mock interview with the Business Career Center
- Practice interviewing
- Dress for success in every event that you attend
- Send thank you notes

**Step 6:** Negotiating salary and accepting an offer
- Knowing what you are worth

**Step 7:** Fill out employment survey or internship survey

**Other Resources:**
- Networking: Visiting with faculty members, family, friends and TU Alums

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**Top 5 Qualities Employers Seek:**
1. Verbal Communication Skills
2. Strong Work Ethic
3. Teamwork Skills
4. Analytical Skills
5. Initiative

According to NACE’s Job Outlook 2013 Survey