



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 web site

- 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, meetings, 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

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