Paul College Career Services Room 104

Services we offer:

- Building your professional profile
- Cover Letter Help
- Exploring Careers for your major
- Internships
- Mock Interviews
- Planning your Career Path
- Resume Review
- Walk In Career Express: Tues/Wed 1-3 pm

Our Team:

We have a team of counseling professionals that work directly with specific majors. You can book an appointment with any career counselor using our Wildcat Careers link.

Kerry Klein: ISBA/Economics
Megan Turnbull: Accounting/Finance/MSA
Leslie Smith: Management/Entrepreneurial studies/MBA
Kathy Maloney: Marketing/Hospitality/MBA
Kimberly Clark: Director
Maureen Marshall: Administrative Coordinator

How to Book an appointment:

- Visit Wildcat Careers to book an appointment with anyone on our team.
  https://unh-csm.symplicity.com

How to make the most of your appointment:

1. Be prepared to discuss ideas/goals
2. Be prepared to discuss ideas/goals

How to make the most of our services:

1. Read the bi-weekly newsletter! Arrives in your inbox every other Tuesday
2. Attend workshops/events- our full calendar is at our website
3. Follow us on Social media- Twitter and Instagram- events and employer visits posted here.
   Twitter= @UNHPaulCareers   Instagram  = UNHPaulCareers

Wildcat Careers Overview

Wildcat Careers is a repository of jobs and internships posted by employers interested in hiring UNH students. You can search directly for jobs on this system and set up saved searches where new jobs are e-mailed to you on a regular basis.

The system also allows students to post resumes and cover letters and often apply directly for jobs through Wildcat Careers.

Students also can sign up for appointments with Paul College Career Counselors to get a broad range of career help and advice.

Once invited to interview on campus, you will use Wildcat Careers to sign up for on-campus interview time slots.

Next Steps:

1. Login to Wildcat Careers using your UNH log-in credentials: https://unh-csm.symplicity.com/
2. Before creating your profile and uploading your resume, you will need to complete two items: 1) Phishing Alert Agreement and 2) Internship Survey.
3. Upload a clean, pdf version of your resume. Complete profile information as well. The more complete your profile, the more efficiently Wildcat Careers can feed you appropriate postings
4. Start searching for positions. You will find that employers have been posting jobs throughout the summer and many of the large public accounting firms begin posting positions in August.

Read the job descriptions and begin to prepare mentally for meeting recruiters and determining the type of work you wish to pursue.

Any Questions?
Contact the Paul Career Center@ 862-2567.
# THE WILDCAT WAY

## Explore
- Get involved on campus joining a [student organizations](#) and/or [community service projects](#)
- Take time for self-reflection and self-assessment – try using [Pathsource](#), a free evaluation tool to help you on your career path
- Meet with your academic advisor and career advisor to discuss your interests, strengths, and skills
- Stop by [Career Express walk-in hours](#) to learn more about career programs and resources
- Attend [career events and workshops](#)
- Start your professional [career documents](#)!
- Learn about resources available on campus to help you – [Utilize the A-Z Resource Guide](#)
- Log on to [Wildcat Careers](#), a web platform housing information on jobs, internships, and career events
- Follow Career and Professional Success social media pages: Instagram, twitter, Facebook and LinkedIn

## Engage
- Make quality connections with faculty and staff to help build your UNH network
- Solidify your academic path – visit your academic advisor and career counselor
- Diversify your experiences, try new things!
- Think about [Study Abroad](#) – Consider an internship or research abroad
- [Conduct research](#) on campus
- Consider [National Student Exchange](#), the [Washington Center](#), [Semester in the City](#), and many more
- Plan significant summer experiences such as work, internships, community service, or travel
- Attain [transferable and marketable skills](#)
- Search for leadership opportunities
- Revise and update your [resume](#)
- Create an awesome [LinkedIn account](#)
- Work on your [interview skills](#) and your elevator pitch
- Attend the Big 3: Resume Review Day, The Career & Internship Fair, and Interview Day, all 4 years, to connect with companies in your field
- First time at the career Fair? Attend the [FIRST TIMERS TOUR](#) so you feel confident when interacting with the company representatives

## Focus
- Practice interviewing for your specific industry/field by using [Interview Stream](#)
- Develop a competitive [resume](#) and [cover letter](#) for your field
- [Intern](#) in the field you wish to pursue
- Investigate careers and pathways to your goals with a career advisor
- Build professional contacts to [expand your network](#)
- Check out [Catapult Seacoast](#) to start building an amazing local network
- Identify potential alumni mentors and establish a relationship – try our [Pathways Program](#)
- Join student and professional organizations in your field
- Invest in professional clothes to wear to an interview or visit the Career Closet: if it fits, it’s yours

## Commit
- Utilize your network to find additional “hidden” jobs
- Going to graduate school? Use [Peterson’s Graduate School Planning Timetable](#) to stay on track
- Secure 3-5 references through faculty, staff, and employers
- Visit with [Career and Professional Success staff](#) to prepare for goal attainment
- Connect with professionals at the [Career and Internship Fairs](#) and [Gap Year Program info sessions](#)
- Continue to build your network and improve your [LinkedIn](#) profile by adding the UNH Alumni group
- Identify your personal brand and add consistency to how you market your abilities
- Tailor your career documents and skills using real job descriptions
- Complete a mock interview with a career advisor