Tips for a Successful Start to Your Career

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Topics to be Covered

- Professionalism

- What companies look for in a new hire

- What to include in your resume

- Taking advantage of your time at Georgia Tech

- Selling yourself

Professionalism

Respect for Others

- Be courteous and have good manners
- Act and dress appropriately
- Be on time
- Pay attention and listen
- Be open to receiving feedback
- Clearly communicate

Responsibility and Integrity

- Do what you have committed to do
- Be honest
- Be fair when giving feedback
- Own your mistakes
- Support your team members

Professionalism on Social Media

Post photos of yourself that you consider to be professional

- Carefully select your profile picture. Select from pictures of you participating in a sporting event, at a fun family gathering or a simple portrait would be acceptable..
- Be mindful when posting any photo. Any photos posted by you should be clean and "G" rated, no matter where it is in your profile

Post statements you'd feel comfortable sharing with a potential boss or colleague

- Never use foul language or curse words - Re-read each comment or post to ensure it is not offensive or contains offensive language.
- Avoid sharing emotionally, religiously or politically charged statements - Don't make statements that could offend or turn off other people
- Be grammatically correct and void of typos

Only link, follow or friend people you know and trust.

- Only associate yourself on social media with people with whom you have a relationship and are aligned with your goal of keeping a professional presence on social media.

What companies look for in a new hire

1. The ability to work well in teams—especially with people different from yourself
2. An understanding of science and technology and how these subjects are used in real-world settings
3. The ability to write and speak well
4. The ability to think clearly about complex problems
5. The ability to analyze a problem to develop workable solutions
6. An understanding of global context in which work is now done
7. The ability to be creative and innovative in solving problems
8. The ability to apply knowledge and skills in new settings
9. The ability to understand numbers and statistics
10. A strong sense of ethics and integrity

Source: "How Should Colleges Prepare Students to Succeed in Today's Global Economy?" (Results of a national poll by Peter D. Hart Research Associates, 2007).

What to include in your resume

- An Objective
  - A short, specific statement that defines the kind of work your want including occupation, industry, and level of responsibility
  - Bad Objective: Seeking a challenging supply chain position with a progressive company that will offer opportunity for growth and advancement
- Education
  - Honors
  - Related Courses
- Skills
  - A listing of marketable skills valued in your field or area of interest
  - Computer-related skills
  - Foreign languages (including degree of fluency)
- Work Experience
  - Focus on experience that support your objective
  - Classroom-related experience and projects can be listed
- Activities
  - Organizational memberships (emphasize leadership positions and offices held)
  - Campus and community activities with offices held

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Taking advantage of your time at Georgia Tech

- Be involved with campus activities
  - Find a club to join and take on a leadership role
  - Join SAA and participate

- Diversify your group of friends and team members

- If English is your second language, make it your first while here

- Start researching companies you might want to work for

Selling Yourself

The *Society of Human Resource Management* reports that 63 percent of hiring decisions are made within the first 4.3 minutes of the interview…..

So what should you do?

- Practice until you can clearly articulate your education, experience, technical knowledge and career desire to anyone who asks

- Make sure that your social media sites match your resume in content and professionalism

Resources

Center for Career Discovery and Development (C2D2):

http://www.career.gatech.edu

Georgia Tech Communication Center:

http://www.communicationcenter.gatech.edu/

Georgia Tech Student Organizations:

http://jacketpages.gatech.edu/organizations

Guide to Professional Social Presence:

http://www.affordablecollegesonline.org/spotlight/college-students-clean-up-your-online-profiles-now/