
Business Career Services
Build Your Unique Career Path

This Quinlan planning guide belongs to:

___________________________________

Dates:
<table>
<thead>
<tr>
<th>Quinlan Career Guide – Set Curricular Goals</th>
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<tr>
<td>Begin <strong>UNIV 101</strong>: Start Loyola Experience 4-Year Plan and e-portfolio development.</td>
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<td>Register in <strong>RamblerLink</strong> and complete/update your profile each semester.</td>
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<td>Use <strong>Quinlan Business Career Services</strong> and Resources to fulfill BSAD career course assignments.</td>
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<td>Build <strong>Resume</strong> for Approval and designate a &quot;Default Resume&quot; in RamblerLink.</td>
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<td>Meet with Academic Advisor and enroll in <strong>BSAD 220 Career and Internship Preparation</strong> class. Update resume and e-portfolio.</td>
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<td>Update resume and e-portfolio with <strong>engaged learning</strong> experiences.</td>
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<td>Consider enrolling in <strong>BSAD 351 Academic Internship Course</strong>. Update Resume and e-portfolio.</td>
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<td>Meet individually with a <strong>Career Advisor</strong> to review <strong>Academic Internship Search Check list</strong>.</td>
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<td>Seek and complete <strong>Academic Internship</strong> in company or organization.</td>
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<td>Enter internships into <strong>RamblerLink</strong>.</td>
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<td>Quinlan Career Guide – Set Co-curricular Goals</td>
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<td>Meet individually with Quinlan Business Career Services Career Advisor regarding Quinlan Career Guide. Set SMART goals.</td>
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<td>Join and lead Quinlan student organizations and attend professional association events.</td>
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<td>Attend Quinlan career and professional development events including Quinlan Career Week events on business etiquette and professional image.</td>
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<td>Discern and articulate unique skills, interests, knowledge, and values and choose job and internships accordingly.</td>
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<td>Meet Quinlan alumni and recruiters during REAL TIME to explore career paths with alumni and professionals.</td>
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<td>Attend Resume Writing Workshops. Develop and customize Resume and Cover Letter correspondence.</td>
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<td>Attend Interviewing Skills Workshops. Develop and practice strong interviewing skills.</td>
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<td>Attend Job and Internship Search Workshops and match your skills and interests to on-campus and off-campus jobs and internship opportunities. Apply in RamblerLink.</td>
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<td>Investigate and apply for Internships, Jobs, or Fellowships; interview and accept offers accordingly. Develop strong job search skills.</td>
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<td>Attend Quinlan and University Career Fairs on campus. Participate in specialized Career Fairs. Participate in on-campus recruiting and interviews. Interview off-campus.</td>
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<td>Attend Networking and LinkedIn Workshops. Develop strong Alumni networks and networking skills. Attend Quinlan Student–Alumni Networking Events.</td>
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<td>Participate in Countdown to Commencement Events for Seniors.</td>
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<td>Report job and internship offers into RamblerLink on the Placement tab in your Profile.</td>
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Expand Your Knowledge

• Meet with a Career Advisor to discuss career topics
• Take BSAD 220: Career and Internship Preparation Class
• Review Internship and Job Descriptions in RamblerLink
• Complete an Internship
• Conduct Informational Interviews
• Learn critical information at Career Workshops

• Attend Business Association Events, Seminars
• Meet with a professional during REAL TIME
• Participate in a Business Student Organization
• Meet Employers at Career Fairs
• Compete in Business Competitions
• Job shadow or visit company sites
Build Your Unique Career Path

Find Your Calling

- Explore Passions: Attend Quinlan Career Events and Presentations
- Meet Individually with Business Careers Advisors to explore career options
- Research career options and resources
- Discuss careers with Faculty and Mentors
- Pursue Career-Planning Courses with Academic Advisors:
  - Take BSAD 220: Career and Internship Preparation Class
- Attend career panel discussions and events
- Pursue and complete an Academic Internship
- Interact with Alumni and Mentors
- Participate in REAL TIME at Quinlan
- Visit a Company or Organization; Job Shadow
- Conduct Informational Interviews
- Try Part-time jobs on and/or off-campus

Find Your Calling

Build Your Unique Career Path
Create Your Future

• Register and Update your RamblerLink Profile
• Engage with Quinlan Business Career Services
• Meet with Career Advisor to Discuss Career Guide
• Participate in a Business Student Organization(s)
• Meet Local Employers at Career Fairs
• Apply to jobs and internships of interest
• Complete an Internship and build e-portfolio
• Participate and Volunteer in Quinlan Service

• Conduct Informational Interviews
• Build skills and attend Career Workshops
• Attend Business Association Events, Seminars
• Compete in business competitions and site-visits
• Take BSAD 220: Career and Internship Preparation Course
Build Your Unique Career Path

Build Your Skills

- Review Job Search Check List with Career Advisor
- Build and Customize your Resume and Cover Letters
- Prepare and Practice Your Interview Skills
- Strategically Plan and Execute Your Job Search
- Consider Career-Planning Courses
- Take BSAD 220: Career and Internship Preparation
- Pursue and Complete an Academic Internship

- Network with Alumni and Mentors
- Participate in REAL TIME Conversations
- Take Part-time jobs on and/or off-campus
- Build Your E-portfolio
- Complete an Internship
- Compete in Business Competitions
- Be a leader in Business Student organizations
Quick Links

• RamblerLink
  (https://luc-csm.symplicity.com/students)

• Quinlan Business Student Organizations
  (http://www.luc.edu/quinlan/undergraduate/studentorganizations)

• ePortfolio
  (https://eportfolio.luc.edu)

• Internships
  (http://www.luc.edu/quinlan/careers/internships)

• Resume Writing
  (http://www.luc.edu/quinlan/careers/studentresources/graduateresources/preparationresources/resumewriting)

• Interviewing Skills
  (http://www.luc.edu/quinlan/careers/studentresources/graduateresources/preparationresources/interviews)

• Alumni Career Resources
Build Your Unique Career Path