

Quinlan Career Ready

A Guide for Undergraduates

The best careers are informed by more than who you are on paper; they are inspired by who you become as a person. In Business Career Services, we stay true to the Jesuit tradition and help you go deeper, to discover your direction and purpose. Together with your professors, we prepare you with the top skills employers want, such as critical problem solving, collaboration, professionalism, and a mastery of current technology. Our events and services are designed to ensure you're Quinlan Career Ready in the following competencies:



Expand your ability to describe your strengths, skills, story, and experiences. Consider your motivations and hopes for the future. Utilize career coaching to become more self-directed. And finally, get involved with student-led organizations, campus retreats, or other on-campus opportunities.



Find out more about "what's out there." Attend workshops with panels and guest speakers. Learn what tools and resources are available to you to explore your many career options.



A global workforce requires awareness and the ability to adapt. Learn about your own identities as well as the identities and experiences of your peers through a variety of events and resources.



Relationship building is a skill you will use for the rest of your life. From career fairs to mentor programs, there are a number of ways to meet connections every semester you are here at the Quinlan School of Business.



Finding an internship or job is more than just an application process. Its about developing a cohesive and comprehensive brand. From your resume to your cover letter, your interview skills and LinkedIn profile, we will empower you to put your best self forward.

Helpful Resources

Handshake

Job and Internship Portal

Quinlan Toolkits

Resume Templates & Major Resources

Events

Stay up to date with Handshake and Bizz Buzz

GoInGlobal

Resources for working internationally

Identity Resources

Career resources by identity

*Online users, click the links above to access resources

Quinlan Career Ready

Take Action

Launch your future by engaging with Business Career Services early and often. Take the following steps during your time as a student to be Quinlan Career Ready!

■ See a Career Coach

- Make an appointment with your career coach every year to create your own customized career development strategy
- Utilize drop-in hours for quick questions or career advice
- Practice how to articulate your strengths, interests, skills and professional goals; reflect on your personal story and purpose

■ Explore Your Interests

- Join student-led organizations, student associations, and/or other leadership opportunities
- Consider on campus employment and/or other community engagement

■ Create Your Professional Materials

- Develop a resume and update it each semester you are in school
- Create or update your LinkedIn profile
- Complete your Handshake profile (Use this resource to find jobs, internships and to set career coaching appointments)
- Review your online brand, audit all social media channels

■ Go to Events

- Attend one or more of the University Career Fairs, as early as your first year in school
- Check Bizz Buzz for other events such as University Shadow Days, A Voice at the Table, Ask an Expert Sessions, on-campus interviews, employer info sessions, and more

■ Build Relationships

- Create a system (or utilize LinkedIn) to manage new connections, include classroom guest speakers, career fair contacts or other people you meet as a student
- Join a mentorship program such as the Q Mentorship Program or Loyola Linked
- Conduct 2-3 informational interviews to explore career paths and cultivate connection

■ Gain Experience

- Your professors are the start of your future network so be sure to demonstrate professionalism in the classroom
- Maximize resources from BSAD 220 - a required course, where you will learn about resumes, cover letters, networking, and more
- Sign up for a peer-led mock interview in Handshake
- Pursue one or more internships during your time as a student. You can do an internship with or without credit (if you elect to take an internship for credit, learn more here*)

Key Events

- Part-Time Job, Internship & Service Fair
- Small to Mid-Sized Accounting Firm Career Fair
- Quinlan Accounting & Finance Opportunities Fair
- Quinlan All Business Opportunities Fair
- Marketing Communications & Media Fair
- Quinlan Supply Chain Career Fair
- Business and Networking Fair
- Winter Accounting Internship Fair

Visit:
<https://www.luc.edu/quinlan/careers/> for full details.