

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 are 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 key skills employers are looking for. Our services and events are designed to ensure you are Quinlan Career Ready in the following competencies:



COMMUNICATION - Communication skills are important in today's workplace. Learn how to communicate effectively in-person and virtually. Describe your strengths and skills on your resume, LinkedIn profile, and during any job and internship interviews.



CRITICAL THINKING - Prepare yourself to respond to business challenges by using and sharing knowledge, data, and facts to help solve problems.



CAREER AND SELF-DEVELOPMENT - Learn more about what careers or jobs may be a good fit for you. Attend workshops hosted by Career Services and by major employers. Use resources to help you explore internship/job opportunities that can help you build your experience and skills prior to graduation.



TEAMWORK - Collaboration and teamwork are highly desired in the workplace. Practice these skills during group projects and explore ways to team up with fellow Ramblers through student organizations, campus retreats, and more!



PROFESSIONALISM - Build effective work habits in the classroom, through any work and internship experiences you secure, and beyond. Demonstrate a strong work ethic and act in the interest of your employer.



EQUITY AND INCLUSION - Increase awareness and knowledge that is required to engage and include people from different local and global cultures. Actively embrace an anti-racist mindset.

Helpful Resources

Handshake

Job and Internship Portal
Featuring Postings &
Career Events

Quinlan Toolkits

Resume & Cover
Letter Templates Plus
Sample Resumes for
Every Business Major

Career Fairs & Events

Stay Up-To-Date with
Handshake and the Bizz
Buzz Email Newsletter

GoinGlobal

Online Resource for
International
Internships & Jobs

*Click the links above to see
more information

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!

■ Meet With a Career Coach

- Schedule career coaching sessions to create your own customized career preparedness 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 explore other extracurricular opportunities
- Explore ways to gain experience through internships, jobs, projects or research

■ Create Your Professional Materials

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

■ Attend Events

- Attend Loyola University Career Fairs, as early as your first year in school
- Review the Bizz Buzz email newsletter for other events such as Employer Spotlights, A Voice at the Table, virtual and in-person 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
- Engage in a mentorship opportunities through the [Q Mentorship Program](#) and [LoyolaLinked](#)
- Conduct informational interviews to explore career paths and cultivate connection

■ Gain Experience

- Your professors are the start of your future network. Engage with them to learn about potential careers that you have interest in
- Maximize resources from BSAD 220 - a required career-readiness course, where you will learn about resumes, cover letters, networking, and more
- Ask your career coach to conduct a mock interview with you
- Pursue one or more internships during your time as a student. You can do an internship with or without credit (if you want to get classroom credit for an internship, you can [learn more about BSAD 351 and BSAD 300 here*](#))

Key Events

- Part-Time Job, Internship & Service Fair
- Small to Mid-Sized Accounting Firm Career Fair
- Quinlan Career and Networking Fairs
- Marketing Communication, & Media Fair
- Quinlan Supply Chain Career Fair
- Winter Accounting Internship Fair
- Diversity Career Fair

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

Schedule a personalized career coaching session at <https://luc.joinhandshake.com/login>



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SCHOOL of BUSINESS