








CAREER & PROFESSIONAL DEVELOPMENT

Career & Professional Development empowers students and alumni by providing resources that increase professional growth and career-readiness to be successful in post-graduate experiences.

-  **Professional Document Review**
Schedule a 1:1 appointment with our office to review documents and LinkedIn profiles, learn how to tailor them to a specific industry, and get and tips to stand out in a competitive market.
-  **Interview Preparation**
Learn interview skills and techniques, practice responses and work on nonverbal communication to feel more confident for your next interview.
-  **Career Exploration & Assessment**
We utilize assessments to help students identify areas of interest and work style preferences and relate them to fields of study and careers.
-  **Job & Internship Search Assistance**
We offer strategies on how to search for internships and jobs. We host workshops and additional resources to provide details of the application and interview process.
-  **Professional Development Coaching**
Our team is here to help Warriors prepare for a successful transition into the workplace, discover marketable skills and learn networking strategies to connect with employers.
-  **Career Closet**
If you're going to an interview, giving a presentation, attending a conference or other networking event, and need something to wear, you can borrow professional attire from the Career Closet.
-  **Warrior Headshot Studio**
Capture a polished, professional portrait with our free, self-service photo booth. Instantly download a high-quality headshot to elevate your personal brand.



YOUR CAREER STARTS ON **HIREWARRIORS**

**Schedule
appointments with
CPD**

**Find jobs &
internships tailored
to your major**

Appointments

Job Listings

Employers

Events



Student Jobs

**Research and
connect with
companies**

**Register for
career fairs
and events**

**Apply for on-campus
student employment**

Log-In using your TAMUCT SSO Credentials

cpd@tamuct.edu | 254.519.5737 | WH 110

DRESS *For* SUCCESS

Unlock Your Professional Potential with the Right Attire

Dressing for success isn't just about clothes; it's about showing your confidence and readiness for the role. Here's how you can dress to impress:

Know the Dress Code:

- **Business Professional:** Think suits, ties, and polished shoes. This is the standard for interviews and formal events.
- **Business Casual:** Opt for dress pants or skirts with blouses or button-down shirts. Blazers and closed-toe shoes are usually a safe bet.
- **Casual:** Even if it's a relaxed environment, avoid ripped jeans and flip-flops. Clean, neat, and presentable is key.

Fit and Comfort:

- Ensure your clothes fit well. Too tight or too loose can be distracting.
- Choose breathable fabrics and comfortable shoes, especially if you'll be on your feet all day.

Attention to Detail:

- Accessories should be minimal and not too flashy.
- Pay attention to grooming: tidy hair, clean nails, and subtle makeup.

Stay Authentic:

- Incorporate your personal style within the dress code. A unique accessory or pop of color can express your personality.





Interviewing Tips

Ace Your Interview with Confidence!



1. Prepare and Practice:

- **Do:** Research the company's mission, values, and recent news.
- **Do:** Practice common questions like "Tell me about yourself" and "What are your strengths and weaknesses?"
- **Don't:** Memorize answers word-for-word; instead, focus on key points you want to convey.

2. Show Enthusiasm:

- **Do:** Demonstrate genuine interest by asking insightful questions about the role and company.
- **Do:** Smile and maintain positive body language to convey eagerness.
- **Don't:** Speak negatively about previous employers or experiences.

3. Be Yourself:

- **Do:** Be honest about your experiences. If you don't know an answer, it's okay to say you will find out more about it.
- **Do:** Share personal anecdotes that highlight your skills and accomplishments.
- **Don't:** Oversell yourself or exaggerate your achievements.

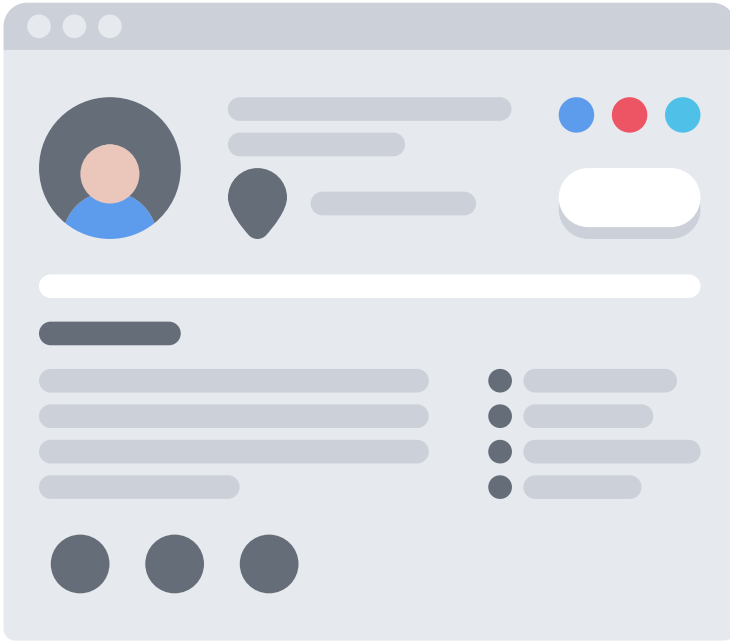
4. Stay Focused:

- **Do:** Listen carefully to the interviewer and respond to what is being asked.
- **Don't:** Interrupt or go off on tangents that don't relate to the question.

5. Follow Up:

- **Do:** Send a thank-you email within 24 hours, mentioning specific points from the interview.
- **Do:** Reaffirm your interest in the position and express appreciation for the opportunity.
- **Don't:** Pester the interviewer with multiple follow-up messages if you haven't heard back immediately.

Getting Started with LinkedIn



LinkedIn

LinkedIn is a robust online networking tool that you can use to connect with professionals in your career field, network with recruiters, and research and apply for open positions.

Create a standout profile to enhance your professional network!

Profile Picture and Headline:

- Use a clear, professional photo where you're dressed appropriately for your industry.
- Craft a headline that includes your current role, industry, or career goal, e.g., "Aspiring Marketing Specialist | Social Media Enthusiast."

Compelling Summary:

- Write a concise summary (3-5 sentences) that highlights your key skills, experiences, and what you're passionate about.
- Include keywords related to your industry to enhance search visibility.

Showcase Your Experience:

- List your job roles, emphasizing achievements and responsibilities with bullet points.
- Quantify your achievements (e.g., "Increased sales by 20% in six months").

Engage and Connect:

- Join LinkedIn groups related to your field and participate in discussions.
- Connect with peers, alumni, and industry professionals, and personalize connection requests.

Elevate your Skills with LinkedIn Learning



Explore Courses

- Browse categories such as technology, business, and creative arts to find courses relevant to your career.
- Check course reviews and ratings to select high-quality content.



Set Goals

- Identify specific skills you want to acquire or improve and create a learning plan.
- Allocate regular time slots in your schedule for consistent learning.



Learn at Your Pace

- Enjoy flexibility to pause and resume courses anytime. Use mobile or desktop apps as needed.
- Take notes and revisit course materials to reinforce learning.



Apply Your Knowledge

- Implement new skills in real projects or simulations to solidify your understanding.
- Share completed course certificates on your LinkedIn profile to showcase your achievements.

Free for students. Start today!



Scan here
to activate
your account!
www.tamuct.edu/linkedin

NAVIGATING CAREER FAIRS

Do Your Homework:

- Research companies attending the fair and prioritize those you're interested in.
- Prepare specific questions to ask recruiters that show you've done your homework.

Craft an Elevator Pitch:

- Develop a 30-second introduction that includes your name, current status (e.g., "senior in finance"), key skills, and career goals.
- Practice your pitch to ensure it sounds natural and confident.

Be Open and Approachable:

- Approach recruiters with a smile, firm handshake, and eye contact.
- Engage in meaningful conversations, listening actively and responding thoughtfully.

Follow Up:

- Collect business cards and take notes on your interactions to remember key details.
- Send personalized follow-up emails thanking them for their time and reiterating your interest.





AI-Powered Resume, LinkedIn, and Interview Assistance

What is Quinnncia?

Resume Reviews

Upload your resume to receive:

- Personalized feedback based on your major and career goals
- Suggestions for formatting, content, and keyword optimization
- An overall score with clear, actionable tips

AI Mock Interviews

Complete a mock interview practice and get:

- On-demand interviews tailored to your resume
- Feedback on your pace, clarity, confidence, eye contact, and filler words
- Detailed performance insights and improvement suggestions

LinkedIn Profile Reviews

Connect your LinkedIn profile and receive feedback to help you:

- Optimize your headline, summary, and experience sections
- Improve search visibility by adding industry-relevant keywords
- Align your profile with your career goals and resume content

How to Get Started

1. Scan the QR code to access the platform and log-in using your TAMUCT credentials
2. Upload your resume and complete your profile - this will tell Quinn about you and your goals for better feedback.
3. Connect your LinkedIn profile for review and complete a mock interview
4. Use your results to level up your materials and skills
5. Schedule an appointment with CPD for help implementing the feedback

