

Introduction

Thank you for reaching out to Career and Professional Development (CPD)! As an ArtCenter Alum CPD is here to assist you in every stage of your Career. To provide the best support and to make the most of your Career Advising Appointment please use the check-list below to help identify items to work on within your advisor. Attached to items are links to additional CPD resources that can help you get started.

Career Advising

CPD offers [two types of advising](#), in person/Zoom advising and Email Reviews. You can learn more about the different advising types on the [CPD website here](#). Below are items that CPD can actively support you with in an Advising Appointment:

Building your Professional Basics

Your professional basics are the foundational materials needed in your job search.

- [Resume](#) Reviewed by CPD
- [Cover Letter](#) Reviewed by CPD
- [Portfolio Website](#) Reviewed by CPD

Job Search Strategy Techniques

- Complete the [self-assessment activities](#) with a Career Advisor to identify what you want out of your career and your priorities during your search.*
- Learn about the different methods to [search for job openings](#).*
- Learn about CPD's [Research Strategy Template](#).*
- Learn how to grow and cultivate your [creative community](#) through networking.*
- [Practice interviewing](#) through a Mock Interview in an Advising Appointment.
- Schedule and complete a [Big Interview](#) appointment.

On your Own

Below are items CPD encourages you to continuously work on, on your own outside of an Advising Appointment:

Professional Basics

- Use [SkillSyncer](#) for upcoming positions for reviews to [align](#) your materials (Resume, Cover Letter, and LinkedIn) with the job description and get past an [Application Tracking System](#) (ATS).
- Create a [LinkedIn](#)
- Update your [LinkedIn](#)
- Portfolio Website Reviewed by an Industry Professional
- Portfolio Website Reviewed by a friend/ Peer
- Portfolio Website Reviewed by a former ArtCenter faculty
- Update your portfolio website with new work.
- Update your [Resume](#)

Job Search Strategy Techniques

- Watch the [Design Your Job Search Webinar](#).
- Download or make a copy of [CPD's Research Strategy Template](#) and begin to use the template in your search.
- Complete, review, and/or revise the [self-assessment activities](#) as your priorities and goals may have changed during your search and/or you may have to be more flexible and broaden your search criteria.
- Set "Office Hours" for yourself specifically for your job search.
- Check-in with your Academic Department and Faculty about your search and request guidance.
- Create daily, weekly, and monthly goals
- Review [interview preparation resources](#).
- Review the [Big Interview](#) resources and assignments.

Build Your Creative Community and Networking

Networking is an effective tool in finding your next job. According to [one survey](#), 85% of all jobs are filled through networking. Networking is a lifelong skill and an excellent investment while you are job searching but also when you are working in your career. Below are some ways to build your creative community.

- Attend industry events
 - Connect with speakers and attendees at the industry events and gather contact information.
- Join a [professional organization](#) within your industry and connect with other members.
- Connect with industry professionals on [LinkedIn](#) and other social media platforms such as Instagram.
- Conduct [informational interview\(s\)](#) with industry professionals.
- Connect with your graduate cohort to share successes and challenges.

Follow Up Career Advising

If you have been searching for a while and feel like your search is not bearing results it may be helpful to connect with a Career Advisor to review your progress and adjust your job search strategy. During a follow up Career Advising Appointment your Advisor may want to review the following items listed below with you. Please come prepared to the Advising Appointment with the following items:

- An up to date [Research Strategy Template](#) documenting positions you have applied for and the status of those positions. This will help your Career Advisor identify areas in your search strategy that can use support.
- Updated professional materials including Resume, Cover Letter, and Portfolio Website.

*These items can also be done on your own but it may be helpful to work with a Career Advisor to provide clarity and get the most of the experience.