

Career Planning Process

1. Become aware of the need to make career decisions.

- Something inside you says you have to make a change.
- Usually an event or feeling: graduation, job fatigue, retirement, etc.

***TIP:** Don't panic! We all go through this many times in our lives. It can be very uncomfortable. Use this feeling as motivation to act.*



2. Learn about and/or reevaluate yourself.

- Identify your interests, skills, personality, work values, goals, etc.
- You have to know yourself before you know what to look for.

***TIP:** What do you like and don't like right now? What might be holding you back? Take an interest survey. Talk to a career advisor.*



3. Identify occupational alternatives.

- Don't limit yourself yet—just explore the possibilities. See what suits you.
- Careers have “personalities,” too (e.g., hands-on; detail-oriented; creative)

***TIP:** Resources like [ONet.org](http://Onet.org) and MyNextMove.org can help you identify careers you might not have thought of.*

4. Obtain information about identified alternatives.

- From your list of alternatives, pick a few to investigate more deeply.
- Find out what these careers really look like day-to-day.

***TIP:** Research the job market. Talk to several people in the field. Shadow someone. Get an internship!*

5. Make tentative choice from among available occupations.

- Choose one occupation or narrower field to pursue.
- Remember, you don't have to do this the rest of your life!

***TIP:** Make a list of positives and negatives.
How will this fit your lifestyle? How do you feel about identifying yourself with it? What do your friends and family think?*



6. Make educational choices.

- Find out what you'll need to be competitive in your chosen field.
- Pursue degrees, certifications, job or volunteer experience, leadership opportunities, etc.

***TIP:** Look at job postings of the occupation you want. What do they require in a qualified applicant? What do they prefer? Start developing your skills to meet all of their expectations.*

7. Get and keep a job.

- Develop your elevator speech for networking.
- Customize your resume & cover letter specifically for every job postings.
- Prepare stories of when you have demonstrated your skills.
- Build your “soft skills”: attitude, self-confidence, communication, etc.

***TIP:** Include your best, concrete examples of success in your resume/cover letter. Ask friends, classmates, family, and other connections to help you contact people working in the field.*

Career Resources at UNM-LA

Career services from UNM-LA Student Services:

- Advising for choosing a major
 - Career Cluster survey, card sorts, etc.
- Resume & cover letter reviews
- Job board of recent job postings
- References for internships
- Mock interviews
- Professional clothing closet (in development)
- GNST 193 – Career Readiness 1-credit class
- Workshops on career readiness skills:
 - Writing resumes
 - Writing cover letter
 - Composing elevator speeches
 - Networking
 - Interview skills
 - Professionalism in the workplace

Resume Examples

Chronological Resume

LOUIE LOBO
1 Beckondo Rd. Albuquerque, New Mexico 87131 (505) 277-3604 - llobo@unm.edu

SUMMARY OF QUALIFICATIONS

- Two years of laboratory experience in both Biology and Chemistry
- Extensive knowledge in administering and interpreting laboratory assessments
- Outstanding ability to collect data, record the process and procedure in writing, design set up and report writing
- In-depth knowledge of Statistical Package for the Social Science (SPSS) and Calculus 3rd-4th (C3)
- Highly professional in all work environments

EDUCATION

Bachelor of Science in Biology, major in Invertebrates
The University of New Mexico (UNM), Albuquerque, NM Expected May 20...
2012

RELEVANT COURSE WORK

Physics, General, General Chemistry (I and II), and Lab, Biology (and II), Ecology and Evolution, Plant and Animal Form
& Function, Cell & Molecular Biology, General Vertebrate Zoology (I & II), Calculus II

History, Art and the Humanities
Regional Studies, Geography, Human Program

Religious and Cultural Studies, International Studies and Organizational Pol., Spanish
First Major - New Mexico State Science Research Internship, New Mexico

RESEARCH EXPERIENCE

Research Assistant August 20... Present
Health Policy Institute
• Collected, analyzed, and reported on research data, such as publication rates, environmental, demographic,
marketing, census, research, sociological information, and water samples.
• Analyzed the relationship between variables, such as cost and revenue, and used regression to interpret correlations between various
variables and environmental effects.
• Created statistical models and took final information to colleagues and other interested audiences through oral and written
reports for a national training session.

PROFESSIONAL EXPERIENCE

Voluntary Education May 20... July 20...
Health Policy Institute Albuquerque, NM
• Administered medication, communication, or blood plasma to animals as prescribed by veterinarians.
• Provided emergency first aid to sick or injured animals and advised veterinarians in monitoring animals to determine
the nature of illness or injury.
• Checked and refilled fish tanks. Provided information, such as aquatic life procedures and maintenance conditions.
• Cleaned, maintained, and sterilized instruments or equipment.
• Performed routine laboratory tests of diagnostic tests, such as laboratory developing reagents.
• Administered anesthesia during surgery and maintained the effects on animals.

STUDENT ORGANIZATIONS

President, Biology and Chemistry Student Association, UNM 20... 20...
• Organized activities to include guest speakers, regional and national meetings and organized work projects for local and
state activities.

Chair, Health Policy Institute, Health Community Association, UNM 20... 20...
• Increased job knowledge, giving 60% to 80% more efficiency in handling company wide functions.

EXTRACURRICULAR ACTIVITIES AND COMMUNITY INVOLVEMENT

New Mexico Wildlife Foundation, New Mexico 20... Present
• Planned and executed field trips, New Mexico
20... 20... 20... 20...
• Organized events, State Office of the New Mexico Health, New Mexico 20... 20... 20... 20...

STeP Program:

- Grant-funded program to assist students in STEM degrees to transfer to 4-year programs
- Primary relationship with New Mexico Tech
- Paid stipends and travel expenses to visit their campus
- Career fair & Student Research Symposium trips
- Early advising for transferring students
- Paid internships and research opportunities after transferring!

Career Resources Online

- UNM Career Services: <http://www.career.unm.edu/>
- Bureau of Labor Statistics: <http://www.bls.gov/home.htm>
- BLS Operational Outlook Handbook: <http://www.bls.gov/ooh/>
- O*Net occupation database: <http://www.onetonline.org>
- My Next Move: <http://www.mynextmove.org/>
- O*Net Interest Profiler: <http://www.mynextmove.org/explore/ip>
- WAGE Project Salary Wizard:
http://wageproject.salary.com/SalaryWizard/LayoutScripts/Swz1_NewSearch.aspx

