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Get an **Edge** in Life.

**2013**

# Career Tool Kit for Graduates



# **Welcome to Global Experiences' Career Tool Kit for Graduates**

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## **The PANIC FREE Approach to Career Success**

We have done our research and asked people at various stages of their careers to give seniors and new graduates advice to help them navigate what comes next and to help you find a happy life and fulfilling career.

It might seem silly, but many people make decisions for someone other than themselves. As a new graduate, you are now on the verge of complete independence from your parents and teachers. Before you do anything else, STOP, think, and start making your own decisions for your future.



## Start with YOU

**Before you make a move, it makes sense to take time to consider who you really are, what you love, your hopes and dreams, and your strengths. This can seem daunting, but rest assured that many have gone before you. Here are some of the best ideas of where to start:**

1. Get some paper and start making a list of what you like, don't like, and what you want your life to resemble in the future. Start to build your 'future me' or avatar for a life that you imagine yourself happy with. When choices come up, ask yourself "Will this decision get me closer to or further from my 'future me'?"
2. Set 5 short-term and 5 long-term goals for yourself. Keep them by your bed or in your wallet and read over them often. Share your goals with those closest to you and see what advice they might have. These goals can keep you focused when things don't go your way.
3. Ask those who know you best to identify your greatest strengths, attributes, and what makes you unique. Taking an online survey like StrengthsQuest (included as part of GE's internship programs) is a great way to get to the heart of who you are.
4. Those who spend money on experiences, not material goods, lead happier lives. Write a bucket list for your 20s in order of priority and imagine yourself experiencing these things.
5. You can't change other people; you can only change yourself. Focus on what circumstances you can influence instead of deflecting blame onto others.
6. Achieving happiness can be a lifelong pursuit for some. Take time to understand what makes you happy.



7. Be focused, but flexible. There will be obstacles and curve balls you don't expect- don't let them ruin your life.
8. Learning how to overcome challenges with a smile on your face will give you the confidence to handle anything.
9. Surround yourself with people who support your continued development and don't hold you back. Sometimes we have to choose to spend less time with people who don't share the same ambition.







## Focus on the WHY

1. You only live once, so make sure you have some meaning or “the why” somewhere in your life.
2. Passion is the one thing that cannot be taught, bought, or faked.
3. Successful people are usually doing something they are passionate about.
4. If you have no clue what your “why” is, start by paying attention to what parts of life you gravitate towards. Take time to learn what sort of tasks you enjoy and what environments you thrive in.
5. If you can, travel and expose yourself to new things. Doing so can often spark an interest or a new passion.
6. Fight hard to find a job you care about in an industry you love.
7. Understanding all this might some take trial and error. Not many are clear about their “why” when they take their first job, but trust your instincts when something does not suit you.
8. Never listen to people who are always negative or take away your energy. If you know yourself, you are able to make your own decisions, and those who love you should be able to support that.





***“Travel is the only thing you buy that makes you richer.”***





## Why Not Travel Now?

1. Traveling allows you to break away from the stress of everyday life and helps you figure out the things that matter most to you.
2. Traveling is a positive habit, so the sooner you start exploring the world, the richer your whole life will become.
3. Experiencing new and challenging environments is shown to further problem-solving skills and build resilience.
4. Travel is awesome material for an interview question like “Tell me a time you had to confront a problem, how did you solve it, and what was the outcome?”
5. The world is becoming more globally interconnected, so cultural understanding gives you a competitive edge.
6. You get to grow up a little without over-committing yourself.
7. Learning a foreign language, like Spanish or Mandarin, is a huge benefit for many work places.
8. Going to new places helps you crystalize what is really important to you.
9. After graduation is a great time to travel and work because many visas have age restrictions. Take the time while you are young to explore a new country or live in the city of your dreams.
10. You will never meet someone who regrets traveling. In fact, most say it changed their life forever (and we don’t mean the spring break kind).





## To Grad School or Not? That is the Question!

1. DON'T use more classes, grad school, or that boring certificate course as a way of avoiding your parents glare or to pass the time until this fabulous life falls into your lap.
2. DO continue your studies if you are passionate about the subject and need more qualifications to get to the career and life you want.
3. It is easier to stay a student than make the hard decision to go back for graduate studies once you have adapted to an income-driven lifestyle.
4. However, working before grad school can help you know what you really want to study, and in some cases your employer may support your continued education.
5. Think about which category you fit in and what your passions are before you sign up and commit yourself to an expensive and lengthy new educational level.







# Money, Money, Money

1. Keep your eye on the prize. Money isn't everything, so taking a job for money alone isn't likely to lead to a happy career. You can get stuck in a job that provides security but not necessarily job fulfillment.
2. If you take a job that isn't in the field you want to go into, make sure you have time to continue to search and apply for opportunities that will move you in the right direction. Have a reason for every job you take (like saving for a trip or gaining specific skills).
3. Internships are typically unpaid, otherwise they would be called jobs. Experience is more important than a degree when it comes to getting a job, so consider how much you spent on your college education when you consider whether you can afford not to get the right experience.
4. Where there is a will, there is a way. Don't make money the excuse for why you didn't get to do what you wanted.
5. Start saving now. Whether you're moving to a new city for your dream job, putting down a security deposit for an apartment, or taking a 6-month backpacking trip around Asia, you'll need the money.



# Finding, Securing, and Starting Your Career



1. Try to stay focused. Every bit of work experience, volunteer work, and extra-curricular experience adds up.
2. Your value is going to be greater than the sum of your individual experiences, and that's all the more reason why you should be striving to use your experiences to create a cohesive, marketable identity.



3. Your job is temporary. Don't be discouraged by the perceived "level" of employment opportunities out there. Even if you are a finance major wanting to be a hedge fund manager, it doesn't mean you're above working as a teller when you are fresh out of college.
4. You learn something in every role. Just make sure you are aware of all your skills so you can make a compelling case about why you are qualified.
5. Develop your career story that illuminates your experience and contributions rather than job titles.
6. Employers will hire you based on your core values, your work ethic, your enthusiasm, and your character as well as your resume.
7. People like to have young motivated people around- use it to your advantage!
8. Network and make sure you maintain any contacts you made at your university or at work as you never know when they will come in handy.
9. Most people love to help- don't be scared to ask those who you admire for some advice.
10. Always behave professionally, be truthful, be respectful of those older and with more experience, and don't burn bridges. You only get one reputation.





***“Be humble, work hard, be kind, be confident,  
make connections, use what you know, be  
proactive.”***





## 10 Super Practical Bits of Career Advice

1. Create a master resume that includes absolutely everything you have ever done so you can edit it down for each job you apply for.
2. 1 page for every 10 years of experience- so that means you only need to send a 1 page resume!
3. Ask friends and family to proofread everything before you submit an application for a job.
4. Do your research on the company before an interview and have your questions ready.
5. Always send a thank you note after an in-person interview and an email after a phone interview- NO exceptions.
6. During an interview, maintain eye contact and give clear and concise answers to the questions asked.
7. Vet your social media profile and delete everything you wouldn't want your boss to see.
8. Google yourself to double-check you deleted everything.
9. Create a LinkedIn profile and spend time making sure it reflects who you are and where you want to go.
10. Be informed. Always stay up-to-date on trends within your industry, the news around the world, and the economy.





## Why consider a graduate internship?

Very few students with just an undergraduate degree are qualified for the jobs they want. Many graduates become under-employed, unemployed, or just take the first thing that comes along since the employment market has dramatically changed in the last 5 years. Failing to start your career successfully can be costly. Investing in an international internship will help you gain the qualifications and confidence you need for a competitive edge in the global marketplace.

Many students seek summer internships, but fall and spring can be the best time to look for an internship that will give you the advantage you need to launch your career. Outside the summer period, companies have fewer applicants looking for internships and you can really differentiate yourself by being a bigger fish in a smaller pool.



## Top 5 Reasons For An International Internship

1. It gives you the **experience** to get your foot in the door for your first career position.
2. Practical experience in your area of study gives you **confidence** to know your strengths and what you want to do.
3. Our career development will give you what your college did not: learn **your strengths**, put them into practice, and gain the right tools for your dream job.
4. International internships give you the **soft skills** that are essential for today's work place.
5. **Global competency** is in high demand from employers, but it is under-represented in today's workforce.



# Examples of Top Fall and Spring Internships

*Barcelona, London, Dublin, Paris, Sydney, New York, Florence, Milan, Washington, DC*

**Marketing:** This forward-thinking research and development hub within an integrated digital marketing and advertising agency is looking for a motivated intern eager to gain vital experience in the industry. This internship encompasses building a global mobile application, supporting search media proposals, and moderating a Facebook competition app built for a major brand.

**NGO:** This organization is dedicated to helping migrant African women. This internship includes developing a sexual and gender-based violence prevention training manual for staff, working with policy makers on human trafficking issues, and attending briefings. Previous interns have had their work with this organization published.

**Photography/History:** This photography and photo archiving agency has a comprehensive political and social photographic archive that documents all aspects of contemporary life. Interns will assist in the selection of images from the archive for online exhibition, scan negatives and slides utilizing Photoshop, and write and edit summaries. Industrious and ambitious interns may also have the opportunity to take the lead in the creation of strategic planning.

**Accounting:** This evolving business offers advisory, tax, accounting, book-keeping, company formation, and payroll services to clients. The accounting assistant intern will contribute to the preparation of accounts and tax returns for corporations, small business, and individuals.

**Law:** This practice, with three regional offices throughout the city, focuses solely on matters of family law. The attorneys possess the experience, skills, and dedication to ensure clients are guided and supported through the difficult process of separation and divorce procedures. Interns should have an interest in going to law school and some previous relevant coursework.





**Art Gallery:** Intern positions are available with this fine art gallery exhibiting an eclectic variety of contemporary art as well as international artists from all corners of the world. You will assist in all aspects of programming for solo artist and group exhibitions including research, promotion, sales, installation and de-installation of works. This is a fun internship experience based in a culturally diverse area of downtown.

**Business:** This placement with a boutique management consultancy firm offers exposure to practice management, business development and project delivery. You will shadow professionals from unique business backgrounds, some with previous experience at Accenture and Deloitte.

Gain real understanding of how a consultancy works and the behaviors needed to be successful in this exciting business field.

**Economics:** This placement with an economic and strategy consulting firm offers policy advice, social investment impact analysis, litigation support and business management expertise to corporations, governments, and the third party sectors around the world. Intern responsibilities include: assisting analysts in designing and building quantitative models, applying econometric analysis data, collecting market industry and company information, and summarizing and analyzing industry trends.



**Event Planning:** This internship is with a full service wedding and event planning firm specializing in the design and production of tailor-made wedding and event experiences. You will develop an array of skills in professional communication, customer service, time management and organization, creativity and design, as well as social media marketing. A former intern says the hands-on experience is fantastic and receiving free vendors gifts was a nice perk!

**Fashion Business:** This is a fashion sales and marketing agency representing a number of distinguished international labels, and has both worldwide and local distribution rights for the labels it represents, selling to independent boutiques, fashion chain stores and significant department stores. A diverse range of women's wear, men's wear, children's wear and accessories are offered through focused marketing, and excellent buyers and press relations.

**Fashion Design:** This position will provide you with a great opportunity to learn how every department of a young fashion design label works. You won't be doing the same general work every day, but will be involved with every aspect of building a collection including design (research, experiment with fabric, different finishing, draping), sampling (pattern cutting and sewing), and production (material sourcing and costing).

**Finance:** This corporate finance firm specializes in providing alternative sources of funding for private and public companies globally. The partnership consists of professionals with combined experience covering capital markets, corporate finance, private equity, and fund management. The chosen intern will gain experience in corporate finance as well as fundraising in public & private markets and obtain a deeper knowledge on the workings of capital markets.





## What's Next?

We talk to graduates every day and we love to help young professionals starting in their career.

### Give us a call today

**1-877-GE-ABROAD (toll free)**

**800-032-2377 (UK toll free)**

**1-410-267-7306 (Direct)**

Interested in more information about Global Experiences visit [www.globalexperiences.com](http://www.globalexperiences.com)

