BYU is a university; an institution for higher learning and not a vocational school. You are here to get a university education, but you still need to prepare yourself for a career. You need to pursue your education and prepare for a career at the same time. The challenging thing is that there is not just one way to do that.

As a student at BYU, you should seek learning and work toward developing the balance of your total person. You will find, as the BYU mission statement claims, “such a broadly prepared individual will not only be capable of meeting personal challenge and change but will also bring strength to others in the tasks of home and family life, social relationships, civic duty, and service to mankind.”

PREPARING FOR A CAREER

The FHSS Advisement Center has prepared this brochure to help you make connections between your university experience and career goals. We hope this brochure will be useful in providing a perspective that will allow you to visualize your holistic development with the big picture in mind.

Included in this brochure are references for some of the campus resources that are available, to assist you with your educational development and career preparation. It is by taking advantage of these resources that you will be able to make the most of your BYU experience and start on the path that will result in pursuing a successful life.

By participating in volunteer, internship, mentored learning and research experiences, meeting regularly with your academic and career advisors, and using on-campus resources, you can map out a successful course for graduation and career planning that will help you long after graduation and your university experience.
JOB SEARCH TECHNIQUES
• Register with BYU Career Services
• Attend on-campus job fairs
• Check with alumni association networks
• Search newspaper classifieds
• Networking—find a job through people you know or through people your parents know
• Notify everyone you know of your intent to find employment and specifically ask for their help in your search
• Look up old friends and contacts
• Go directly to the employers; apply in person
• Brainstorm with others about positions or companies that you could apply for or with

Online:
• BYU alumni jobs on-line
• E-recruiting / VAULT
• Google specific internship and job types
• Search jobs within specific companies on-line
• Search by job title, salary, or region

CHECKLIST
☐ 3rd yr. Fall: Meet with Academic / Career Advisors
☐ Take student development graduate school preparation and pre-requisite courses
☐ Apply for internships
☐ 3rd yr. Winter: Take graduate school exam preparation courses
☐ 3rd yr. Summer: Put together resume/cover letters
☐ Participate in an internship program
☐ 3rd yr. Summer/4th yr. Fall: Take graduate school exam
☐ Prepare graduate essays/statements/letters of intent/addendums
☐ 4th yr. Fall: Graduate application courses
☐ Arrange for letters of recommendation
☐ Attend career fairs and apply for jobs
☐ Collect copies of all transcripts
☐ Meet with Academic Advisor for graduation check
☐ Apply for graduation
☐ Early graduate school applications due
☐ 4th yr. Winter: General and late graduate school applications due
☐ Complete graduation requirements
☐ Apply for financial aid for graduate school
☐ Take some interviewing workshops
☐ Mail out thank you letters to references or to job interviewers and graduate programs accepted into
GETTING STARTED

Questions to ask yourself

What is my desired realistic income?
What is my desired work environment?
What are my natural talents and abilities?
What are my core motivations? Helping people, making a difference, service?
Where do I want to live?
Who do I know?

Helpful tips

Attend on-campus Career Fairs and Seminars
Become familiar with job titles and keywords
Connect transferable skills and job requirements
Contact Career Placement Advisor
Create a cover letter template
Job shadow
Keep an employment file on hand for quick reference: old resumes, phone numbers addresses, contact names, supervisors, job duties etc.
Register with recruiting web sites
Seek out internships
Send thank you notes and do appropriate follow-up
Update your resume
Volunteer

Transferable skills

Ability to start and finish a long-term project goal
Communication- written and oral
Decision-making skills
Demonstration of commitment and stability
Developed opinion on variety of topics
Finance management
Interpersonal skills
Multi-tasking
Prioritizing
Persuasive / creative thinking
Presentation skills
Researching and analyzation skills
Reading and memorization, quick learner
Statistical analysis and data management
Stress management
Team work
Time management
Understanding of cultures and people
Willingness to travel, live away from family
Working under pressure / meeting deadlines
FHSS ADVISEMENT CENTER HELPS

- Career Exploration and Job Fair seminars
- Internship exploration and career assessments
- Career workshops
- Graduation workshops
- One-on-one career counseling
- Resume writing and guidance
- Vault / E-recruiting for Social Sciences workshops

FHSS Career website:

- http://fhssadv.byu.edu/Advisement/Careers/Careers.dhtml

Other helpful websites:

- http://fhssinternshipgrants.byu.edu/
- http://jobs.utah.gov/opencms/wi/regions/local.html
- http://msn.salary.com/
- http://online.onetcenter.org/
- www.bls.gov/oco/

ADDITIONAL SCHOOLING & TRAINING

In order to achieve your career goals, you may need to pursue additional schooling and obtain specific training or advanced degrees. Many majors in our College are good preparation for other social science graduate programs (e.g. Psychology, Sociology, MFHD, Social Work), which are interdisciplinary and you can transition from a BS to an MS in many of these fields.

All of our majors are acceptable preparatory fields of study for law school and business school. For specific graduate school questions regarding any programs at BYU, please see the graduate catalog or graduate school admissions website. Masters and PhD degrees are not always required. Sometimes you can get short term training in a specific area. You will need to evaluate your financial situation and abilities.

Explore all of your educational options, including night programs and part-time vs. full-time day programs. Check the requirements for individual jobs you are interested in and match your qualifications to those jobs.
Other on campus resources:

**Alumni Career Placement**
http://alumni.byu.edu/sections/placement/

**University Career Services**
2410 WSC (801) 422-3000
M-F 8 a.m. - 5 p.m.
http://ccc.byu.edu/

**Career and Learning Information Center (CLIC)**
2590 WSC (801) 422-2689
M-F 8 a.m. - 5 p.m.
http://ccc.byu.edu/

**FHSS Career Advisement web page**
http://fhssadv.byu.edu/Advisement/Careers/Careers.dhtml

**Internship Office**
103A B-34
(801) 422-3337
http://webpub.byu.edu/internships-byu/

**St Dev 317**
Career Transitions Class
1.0 Credit hour block class

**Pre-Professional Office**
3328 WSC
(801) 422-3044

**NEED ADDITIONAL HELP?**

Contact: FHSS Career Advisor
151 SWKT (801) 422-3541

**FHSS College Advisement Center**
151 SWKT  Provo, UT 84602
Phone: 801-422-3541
Toll Free: 877-890-5295
Fax: 801-422-0226
http://fhssadv.byu.edu