

ADVANCING YOUR CAREER DURING A PANDEMIC

Center for Academic and Professional Performance

Step #1

Update Your Resume



- Take this time to update your resume!
- Things to think about
 - Are your job descriptions updated?
 - Any new accomplishments you've received in the last few months
 - Do you have your top 5 strengths on your resume?
 - Take time to make your resume unique, consider looking at Canva!

Step #2

Get Your Resume Reviewed!

- Have that resume updated? Great!
- Send it over to cappcareers@millikin.edu and someone will be back in touch with feedback



Step #3

Update Yourself, Professionally

- Update OR create your LinkedIn profile
- Do you need to clean up your social media?
- Can you attend free webinars and gain more knowledge about your future career?



Step #4

Start job searching!

- Resume updated and reviewed?
- Start job searching!
 - Companies are still holding searches during the pandemic
 - Check out: <https://www.collegecentral.com/millikin/>
 - Check out: <https://www.indeed.com/>



Step #5

Need a job...now?

- Consider applying for a temporary job to get you through the pandemic!
- Need ideas?
 - Grocery Stores
 - Pharmacies
 - Delivery companies
 - Restaurants



Step #6

Practice Your Virtual Interview Skills

- Companies are utilizing virtual interviews more than ever
- Practice makes perfect
 - Write down a few questions and then video yourself answer
 - Or schedule a mock interview with someone in the CAPP, email cappcareers@millikin.edu to schedule



Questions?

- cappcareers@millikin.edu
- 217-362-6424

