Career Information

Use this worksheet in conjunction with the online instruction guide:
http://libguides.babson.edu/leveraging

Find reports, blog posts, and discussions about what it’s like to work in an industry or profession. Search the following resources to start developing a portfolio of information about your chosen company:

- Check **Vault Career Insider** for information about jobs within your preferred industry. These short articles provide overviews of the industry, jobs graduates tend to be hired into, a typical day on the job, the skills and experiences managers look for, ways to break into the industry, and the major players in the market. You can also find discussion boards, industry blogs, and sample resumes and cover letters.

  Write about the information you found in Vault and how it will be helpful for you. What other information do you still need to find about working in your industry? What other sources could you use to find this information?

- Consider the **Business Journals** (such as the **Boston Business Journal**), which are available online for every major metropolis in the United States. These publications include a careers section as well as news about up and coming businesses, mergers, and companies who are expanding their real estate holdings. These tidbits of information are “hidden job leads.”

  Write about the information you found in the business journals and how it will be helpful for you. What other information do you still need to find about working in your industry? What other sources could you use to find this information?

- Do a **Google search** for blogs, articles, and interviews from people in the industry or profession you would like to join. Lots of people write helpful advice and perspectives about what it’s like to work in an industry or career and what the challenges and opportunities are. If you find good blogs, add them to a feed reader and keep track of them. If you find a good website that publishes helpful pieces, create a bookmark for it in your browser. Search for big names in your industry to follow on Twitter and stay abreast of news and developments.

  Blogs to follow and websites to keep track of:

  ____________________________________________________________
  ____________________________________________________________
  ____________________________________________________________

  Twitter accounts to follow:

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Write about the information you found on the Internet and how it will be helpful for you. What were you able to find on the open web that you did not find using library resources?

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Additional Career Resources:

Check out these websites for additional information and guidance.

- Career One Stop: [http://www.careeronestop.org/](http://www.careeronestop.org/)

Questions you should be able to answer after you do this research:

- What specific job or jobs (no more than 3) appeal to you and why?
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- Are you at least an 80-85% match against the position requirements?
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- What companies in your preferred geographic area offer the types of roles you’re seeking?
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- Have you researched these companies to learn more about them?
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- What will you offer that will distinguish you from the competition?
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- Who in your network can be of assistance in helping you network your way into the company?
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