



# CAREER RESOURCES GUIDE

As an alumni of GCU, the Office of Alumni Relations is here to support and serve you in your job search journey. Enjoy these helpful tips and tricks for career and resume support.

## RESUME

Whether you're networking, applying for a promotion or searching for a new job online, you won't get far without a professional resume. Here are some resources to help you create a resume that stands out to recruiters and effectively communicates your skills.

### MORE RESOURCES

[Resume builders](#) can come in handy when creating the perfect resume. Want to know the [best tips to writing a great resume](#) that stands out? Check out some of the best websites that allow you to [design your resume for free](#).

### Quick Tips:

1. Create a master template
2. Use keywords
3. Quantify
4. Write a cover letter



## DON'T FORGET GCU!

We love to hire our alumni. Be sure to check the career pages for both [GCU](#) and [GCE](#).



## JOB PLACEMENT

Websites like [Indeed](#), [Glassdoor](#) and [LinkedIn](#) are great tools to help you find jobs that fit your skills. You can also join our [LinkedIn Alumni Group](#) to connect with fellow alumni across the country!

GCU also offers [career resources](#) of their own. Find out how to work toward getting your [dream job](#) and how to land your [first job](#) after college.

Check out [Career OneStop](#), [O\\*net Online](#) and [Bureau of Labor Statistics](#) for additional career resources.



## HIGHER EDUCATION

Consider continuing your education at GCU. Graduates who have earned advanced degrees — that is, [masters](#) or [doctoral degrees](#) — make about \$12,000 more a year than people with bachelor's degrees.\*

GCU offers online and on-campus master's and doctoral programs that fit your schedule and career goals in exciting fields such as:

- Business
- Healthcare Administration
- Computer Science
- Education
- And more!



**LEARN MORE** about our [master's and doctoral degree programs](#).

## INTERVIEWS

Interviews play a crucial role in an employer's hiring decisions. Learn [how to make the best impressions](#) in an interview.

### 5 TIPS TO NAIL YOUR INTERVIEW:

- 1. Do Plenty of Research:**  
Researching the position will help you sell yourself and communicate to the interviewer how your skill set would be valuable to their team.
- 2. Take the Perspective of the Interviewer:**  
A great way to prepare yourself is to write down a list of questions you think the interviewer will ask.
- 3. Be Prepared:**  
Dress for success and arrive at the interview 10-15 minutes early.
- 4. Have a Positive Attitude:**  
Show that you are enthusiastic and optimistic about the possibility of taking on the position and remember to make eye contact, have good posture and smile!
- 5. Be Authentic:**  
Be confident in your skills and qualifications for the position.

### More Tips and Tricks:

[7 Interview Tips  
That Will Help You  
Get Hired](#)

[How Business Grads  
Prepare for  
Job Interviews](#)

[6 Tips for Teacher  
Interviews](#)

\*<https://www.jamesgmartin.center/2019/02/what-is-the-value-of-a-masters-degree/>, February 2019.