



# CAREER RESOURCES GUIDE

It's time to shine so you can pursue that dream job!

As an alum of GCU, the Office of Alumni Relations is here to support and serve you in your job search journey. Use these valuable tips and tricks to help you stand out from other candidates and land that job.

## 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](#) for writing a resume that stands out? Check out some of the [most helpful websites](#) that allow you to design your resume for free.

### QUICK TIPS:

1. *Create a master template*
2. *Use keywords*
3. *Quantify your achievements with numbers*
4. *Write a custom cover letter for each position*



## DON'T FORGET GCU AND GCE!

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

Visit our Website



## FINDING OPEN POSITIONS

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 its own. Once you've checked that out, be sure to read more about [how to land your first job after college](#).

For additional resources, check out the Department of Labor's sites: [Career OneStop](#), [O\\*NET OnLine](#) and [Bureau of Labor Statistics](#).

# INTERVIEWS

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

## **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. 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**

[How to Polish Your Interview Skills](#)

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

[6 Tips for Teacher Interviews](#)

Visit our Website



# HIGHER EDUCATION

Consider continuing your education at GCU. Master's degrees can set you apart from the competition by equipping you as an industry leader and further specializing your skillset.

GCU offers online and evening campus master's and doctoral programs that fit your schedule and career goals in exciting fields, including:

- Business
- Healthcare Administration
- Computer Science
- Education

Learn more about our master's and doctoral [degree programs](#).

