**Steps to Career Success**

**Learn More About Yourself:** Identify your accomplishments, values, goals, strengths, and weaknesses. Recognize the qualities and skills that employers will seek. Take career interest tests such as SIGI3 and Career Beam.

**Utilize Your Career Resources:** Seek career advising at the Career Center. Visit HireAggies.com to access employer profiles and career information. Attend career-centered workshops and seminars.

**Develop Communication Skills:** Take advantage of opportunities to gain experience writing reports and articles. Develop public speaking skills through student organizations. Participate in mock interviews.

**Develop Leadership & Teamwork Skills:** Join professional organizations and student organizations. Take an active role in these groups. Lead co-curricular or volunteer activities.

**Build Your Professional Network:** Develop relationships with professors, former students, and classmates as well as career fair contacts and speakers at meetings. Keep a record of all contacts.

**Attend Career Fairs:** Introduce yourself to the recruiters as well as collect business cards and company literature. Use this opportunity to research companies and make contacts.

**Get Job Experience Before You Graduate:** Seek internships, externships, co-ops, and summer jobs. Experience related to your major is a guarantee of early success.

**Prepare for the Job Search Now:** Write your resume and update it each semester. Assemble a list of references. Utilize the resources available through the Career Center and begin interviewing well ahead of graduation. Send resumes and cover letters and follow-up with a telephone call or email.

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**Career Coordinator for General Academic Programs**

Michael E. Shehane  
209 Koldus Building  
michaels@careercenter.tamu.edu

To schedule an appointment  
Call 979.845.5139

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**The Career Center Website**  
HireAggies.com

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**General Studies & University Studies Career Services**  
Texas A&M University

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Career Coordinator for General Academic Programs

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GENERAL STUDIES & UNIVERSITY STUDIES
CAREER SERVICES

The Texas A&M Career Center, in collaboration with the Department of General Academic Programs, has created services to assist General Studies and University Studies students in their search for internships and/or full-time positions, as well as those headed to graduate school.

HireAggies.com:
The Career Center website contains a wealth of information about exploring career options, writing resumes, finding internships, preparing for interviews, and researching employers.

CAREER ADVISING:
Do you wonder what your career options are with your major? Do you have questions about how to get started in the job search process? Meet with Michael Shehane, Career Coordinator for General Academic Programs, in 209 Koldus by calling 979.845.5139.

RESUME REVIEW:
Make an appointment with Michael Shehane (979.845.5139) to have your resume and cover letter reviewed. Also, have other professional Career Center staff members review your resume during our walk-in advising hours: Monday – Friday from 8:30 – 11:00am and 1:30 – 4:00pm.

CALENDAR OF EVENTS:
Visit the Career Center website for the dates and times of special events, workshops, career fairs, employer presentations, and a list of employers coming to campus to recruit.

WORKSHOPS:
The Career Center offers a wide variety of workshops and events. Topics include:
- Resume Writing
- Interviewing Skills
- Internship Search Strategies
- Networking Skills
- Salary Evaluation and Negotiation
- Dress for Success
- Applying to Graduate School
- Dining Etiquette
- The Company Visit

CAREER FAIRS:
Organized by various student councils, colleges, and departments, Career Fairs are excellent opportunities to meet with graduate school representatives and employers who are recruiting and hiring your major or offering internships. Be sure to bring several copies of your current resume. Check HireAggies.com for dates and locations during fall and spring semesters.

AggiE-folio:
Create an AggiE-folio, a personalized online portfolio, to document your accomplishments at Texas A&M University.

CAREER CENTER LIBRARY:
Whether you are researching careers, seeking employment, preparing for an interview or considering graduate school, the Career Center Library has resources that can help you. Utilize our computers for online research and our printed resources for locating internships and current job listings.

CAREER BEAM:
Follow an easy step-by-step approach to making career decisions and searching for employment.

SIGI 3 (“SIGGY 3”):
Not sure what you want to do with your major? SIGI 3 is a great online career guidance system offered for your use by the Career Center to help you investigate your interests, values, and preferred activities. Explore careers that match your preferences.

CAREER INSIDER:
An online Career Library consisting of guides to various employers, industry overviews, employer profiles, and salary information.

PERFECT INTERVIEW:
An online mock interview tool that creates a “simulated interview” experience to enhance your job interviewing skills.

INTERNSHIPS.COM
Provides internship listings both across the country and internationally.