

## **Career Check List**

While getting started in your career development process, be sure you follow this check list to ensure you are on the right path to success! For in-depth guides on these steps, check out the Resource Library in Career Connection.

### ✓ **Log Into Career Connection**

Every student has a premade Career Connection account and can log in using their myNOVA username (section of VCCS email before @) and their myNOVA password.

### ✓ **Complete Your Profile**

Completing your profile with your education, experience, projects, skills, and awards will allow you to better promote yourself during your job search process.

### ✓ **Create a Resume**

Using the Resume Builder in Career Connection, create your resume from one of our templates. Before submitting it to an employer, have it reviewed for content and any errors.

### ✓ **Search for Jobs and Internships**

When searching for jobs and internships, utilize the search filters and favorite the jobs that interest you in so you can apply later.

### ✓ **Research Employers**

With over 4,000 employers registered in Career Connection, explore our Employer Directory and favorite employers of interest to be notified of their jobs and events.

### ✓ **Attend a Career Event**

New Career Events are added daily, so check out a wide range of Workshops, Career Fairs and Employer Recruitment Events both here at NOVA and in the community.

### ✓ **Meet with a Career Counselor**

During your time at NOVA, don't miss the opportunity to meet with a Career Counselor through Career Connection to discuss your career development process.