



# CAREER RESOURCE CHEAT SHEET

## AT A GLANCE

- **HIREWarrington**
  - An online platform that lets users connect with top employers, make appointments with advisors, and more!
- **Business Career Services (BCS)**
  - BCS is a one-stop shop for all things career. Make an appointment with them on HIREWarrington to schedule everything from resume reviews to mock interviews!
- **GCAPs**
  - Graduate mentors that are happy to help you with resume reviews and mock interviews. Meet with your assigned GCAP as early as you can!
- **AIS Career Events**
  - Keep coming to GBMs for the latest on upcoming networking events exclusive to AIS members.
- **UF Career Connections Center (CCC)**
  - Located at Reitz Union, the CCC provides a variety of career-related services

## NETWORKING TIPS

- Let your authentic self shine! Take time to explore common interests with the people you're networking with.
- Don't just network with classmates. Connect with Alumni, Professors, Speakers, and panelists at on-campus events!
- Use LinkedIn as a platform to set up email conversations and Zoom meetings with your connections!
- Think of your Zooms and Coffee Chats as information sessions. Be prepared, asking questions is encouraged!
- Keep a running list of your connections and keep in touch with them.
- Follow up with a thank-you email or note.



## INTERNATIONAL?

- Visit <https://tinyurl.com/ISOMInternational> to access HIREWarrington's wealth of international recruitment resources, including ISOM international hiring outcomes from 2018-2023!
- To view companies that have recently granted H1B visas, visit <https://h1bgrader.com/>



# The 6-Step Guide to be a Rock Star at Mixer!



1

First, make a rough draft of your resume. Next, upload it to VMock to have your resume reviewed by an AI. Once VMock says it looks good, get your resume reviewed by a GCAP at least twice!

2

Your resume should look amazing by now! Next, work on crafting your elevator pitch using the resources in HIREWarrington. Then, practice it with your GCAP or friends.

3

Set up your LinkedIn account, update it according to the resume, and connect as many people as you can. Bonus points if you connect with UF/AIS Alumni or recruiters at your target companies.

4

Research your target companies. Get familiar with their values, hiring process, and open opportunities.

5

Once you've researched the companies, reach out to your connections on LinkedIn/email and request a quick Zoom call or coffee chat to further familiarize yourself with the company.

6

Print out your resume on resume paper. Buy business professional clothes, or get them for free on-campus. Wake up on September 20th, take a deep breath, and have a great time at Mixer. You're ready to rock it!