

## Helpful Tips Toward Professionalism!



### ***What Employers Want . . .Soft Skills in the Workplace***



*Experiential Learning  
and  
Career Services  
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www.radford.edu/careers  
(540) 831-5373*

- |                                     |                                      |
|-------------------------------------|--------------------------------------|
| Integrity                           | Out of the Box and Creative Thinking |
| Trust                               | Courteous and Competent              |
| Ethical Behavior                    | Commitment to the Job                |
| Honesty                             | Dedicated, Dependent, Determined     |
| Positive Attitude                   | Team Player                          |
| Attention to Detail                 | Good Work Ethic                      |
| Go with the Flow and Keep Your Cool | Speak, Write, Listen                 |
| Ability to Meet Deadlines           | Professional Appearance              |
| Produce Quality Work                | Excellent Communication Skills       |
| Confidence                          | Be the "Go to Person!"               |

*\*From Job Postings, Summer 2008*



### ***Why should Freshmen start to develop a resume?***

The resume is only one vital piece of your professional development . It is documentation of your vocational exploration and experience. It is a record of your work history. From Radford University's 4-Year Career Plan Portfolio:

#### **I. Freshman Year: Begin to Learn About Yourself and Work**

- A. Find a summer job after freshman year that offers you opportunities for career exploration;
1. Use the Career Services Center's database of part-time, full-time, work study, and internships to find a great opportunity;
  2. Begin your first resume by getting help from the Resume Writing Center in Career Services.

Finally, visit a career fair and see what its like to be a job seeker, walk thru the event, talk to recruiters about your career path, and gather pointers about the job search process.



### ***On-Campus Resume Builders***

Register on "Hire A Highlander" at <https://www.myinterfase.com/radford/student/>;

- Check out the jobs database for part time jobs, internships or service opportunities;
- Join clubs and organizations to gain leadership experience and community involvement;
- Become a mentor, tutor or summer program assistant;
- Apply for Work Study positions in offices of student activities, career services, or departmental offices;
- Part time employment with area schools, day care centers, youth groups, recreation leagues, or family service organizations; Become a substitute teacher!