

Thrive: Navigating Career Progression and Career Shifts

Top Tips from Thrive Session 10/3

1. Tailor your resume and cover letter to the job you are applying for.
2. Reach out to the hiring manager about a position you are interested in to learn more about the role, before you apply.
3. Complete a Professional Development Plan!
4. Get involved in Employee Resource Groups (ERG). View ERG's available [here](#).
5. Do your research before an interview. What are the department's mission, vision, values?
6. Find a mentor who is well-respected across campus or in the job you are hoping to move to. Find someone who will advocate for you and bring your name up in important conversations.
7. Have your resume up-to-date and have others look it over to give you recommended edits.
8. Network, network, network! Ask for meetings with people across campus that work in departments/jobs you're interested in.
9. Talk with your manager early and often about career development, your strengths, and ways you can grow within/outside of the department.
10. Double-check your resume/cover letter for spelling and grammar errors.
11. Prepare thoughtful questions for your interviewer that demonstrate your understanding of the job description.
12. Remember interviewing is a two-way street, it is as much a way for you to assess the position's fit for your life, goals, and skills as it is to assess your fit for the position.
13. Keep your LinkedIn profile up to date - leverage the platform to stay engaged with current events and changes in your industry, connect with colleagues, and skill-build
14. Give yourself some grace -- the job searching and promotional journey is challenging. Take time for self-reflection and evaluation to grow more intimate with your strengths and weaknesses. Leaning into your strengths and being honest with your weaknesses will aid in making you more strategic and deliberate in your career journey.
15. 10 Minute Rule: If you're looking to get time with someone, ask for just ten minutes. Everyone has ten minutes, and you'd be surprised at how many conversations extend beyond the allotted time. Keep the conversation about your goals, not necessarily the job you're seeking. At the end (and if appropriate), ask them to keep you in mind and to connect you with anyone who might help you expand your network.