

*Five Tips for Making the Transition
from Student to Professional*



- The move from school to the workplace is one of the most profound transitions life throws at you.
- Most people entering the workforce today will start with a 2 or 3 year series of less-than-ideal jobs. This is the "real world" education that will teach you the survival skills you'll need to excel in the professional world and help you clarify where you want your career to go.



Adjust Your Focus

- In school, the focus was on meeting your needs. You chose your classes, your instructors, your schedule, and the people you spent time with.
- At work, you don't have that level of control; but you get a paycheck.



Adjust Your Focus

- To get a job and succeed in the workplace, you'll need to focus your attention toward the people who sign those paychecks.
- Think like an employer, and figure out how you can contribute to the organization's business needs.



Work on Your People Skills

- "Drama" is often part of the fabric of school life. Tempers flare, competitions arise, and people take sides. That stuff doesn't cut it at work.
- Personality clashes among employees are a huge drain on a business because time spent resolving conflicts cuts into productivity and detracts from the bottom line.
- A person who is likeable and pleasant to work with is a more valuable employee than an equally or more skilled person with a bad attitude.



Watch and Learn

- Learning is what school is all about. And learning is really what your first couple of jobs should be about as well.
- Since you're a newcomer to the working world, it's always wise to observe and learn from the more experienced workers.
- Model your behavior after the more respected workers. Seek their advice. Ask one of them to act as your mentor, one who can help you do your job better and navigate the sometimes treacherous waters of the workplace or office politics.



Network, Network, Network

- As a student, your networking may have been limited to social networking on sites like MySpace or Facebook. It's time to expand your thinking.



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- A strong network will help you at every step of your career, but especially at the entry level.
- A good word from someone who can vouch for your character and work ethic is a lot stronger than a resume that says you excelled in English Literature and were the leading scorer on the team.



Keep Updating Your Resume

- Even if you're comfortable with your job, it's always good practice to keep your resume up to date.
- When you land a job, add it to your resume. Then, each time a significant accomplishment or promotion comes, you can update it.
- Be sure to keep a record of all the contributions you make and the compliments you earn. Save copies of emails and handwritten thank-you notes. A new opportunity can come along at any time and being prepared with an updated resume could put you a step ahead of other qualified candidates.



- With your fresh degree in hand and a head full of knowledge, you probably thought your education was complete.
- But a successful transition from school to work is a learning process all its own.



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*TRANSITIONING FROM STUDENT TO
PROFESSIONAL: WHAT THEY DON'T
TEACH YOU IN SCHOOL*

