

CORCORAN

GALLERY OF ART • COLLEGE of ART + DESIGN

preparing for your career advising appointment

Make the most of your career advising appointment with these important steps prior to a meeting at the Career Center. The more of these you can accomplish beforehand, the more dynamic your conversation may be regarding your career goals.

RESUME

- Bring a current resume for review or create a draft of one.

COVER LETTER

- Develop a draft of a cover letter for an opportunity that you would like to apply to. If you don't have a specific position in mind, make one up. This exercise can especially help you organize your thoughts, skills and strengths.
- You can also review current job and internship listings online and select one to help focus your cover letter.
- Think of the cover letter as a way to introduce yourself, highlight your skills and experiences, emphasize your interest in the position and demonstrate why you are an excellent match for it. Refer to the Cover Letter section and samples in the Resume Booklet for tips.

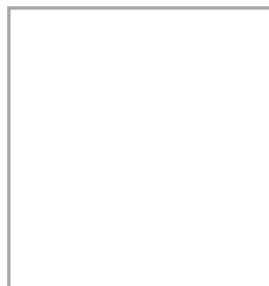
WEBSITE

- Build your web presence! We know this can be a significant undertaking, but it's essential as you apply for creative opportunities.
- There are many acceptable forms for presenting your work: your own website, a template site, a blog, Flickr images, YouTube, and many more.
- For options, check out our Posting Work Online handout

CAREER GOALS

- Think about your career goals and creative aspirations. Here are some simple questions to ask yourself before the appointment. Try to write down your responses and bring them to the appointment.
- Are there specific opportunities that you're striving for?
- Is there a part of the country or the world where you'd like to be?
- What are your strongest art and design skills?
- What are your strongest personal skills?
- Outside of art and design, what other things inspire you?
- What don't you want to do?

STAY
IN
TOUCH



ONLINE: www.corcoran.org/campuses-student-life

EMAIL: careerservices@corcoran.org

PHONE: 202.688.4137

IN PERSON: Schedule an appointment with Lonnie Woods III, Career Services Specialist
Student Affairs Office, Downtown Campus
500 17th Street NW Washington DC 20006