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1. Target your search- narrow down industries to know how to highlight your skills & abilities
  2. Research employers- by location makes it easier
  3. Resume- quantify & qualify your experiences; use strong action verbs; get it critiqued!
  4. Cover letter- this is important too!

### Employers' Favorite Skills

Communication skills  
Honesty/integrity  
Interpersonal skills  
Motivation/initiative  
Teamwork skills  
Computer skills  
Analytical skills  
Flexibility/adaptability

Detail-oriented  
Organizational skills  
Leadership skills  
Self-confidence  
Friendly/outgoing  
Tactfulness  
Well-mannered/polite  
Creativity

Upcoming Events: Career Fair 1/15  
Mock Interviews w/ Employers 1/17 & 1/18  
Career Conference 1/26