Quick Tip Sheet
Standing Out in the Crowd

Things You Can Do While in College to Increase Your Marketability

1. □ Be selective in choosing coursework and electives (major, minor, extras)
2. □ Maintain a strong GPA (overall and in major)
3. □ Pursue relevant part-time and summer jobs
4. □ Pursue internships for experience in your field (more than one if possible)
5. □ Consider study abroad or a visiting semester; take courses in your major area
6. □ Participate in volunteer work or community service
7. □ Become involved with, or initiate, research projects (especially with your professors)
8. □ Serve as a teaching assistant for a class
9. □ Serve as a mentor, on campus or in the community
10. □ Become involved in campus activities of any type that you find interesting
11. □ Participate in athletics (intercollegiate or intramural), if so inclined
12. □ Pursue leadership roles, policy-making opportunities, and positions of influence
13. □ Join professional associations; attend their meetings/conferences; read the publications
14. □ Build skills: computer, language, writing, presentation, analytical, helping, teaching, research, teamwork, leadership, networking, etc.
15. □ Develop familiarity with helping resources (people, materials, agencies, web sites, etc.)
16. □ Gain exposure to community resources, including potential employing organizations
17. □ Begin and maintain a portfolio with evidence of activities and accomplishments
18. □ Join honor societies when invited; participate in meetings and programs
19. □ Develop strong recommendations from faculty, staff, and employers
20. □ Demonstrate motivation and initiative through a willingness to “go above and beyond...”
21. □ Gain exposure to and learn about many different kinds of people and cultures in varied settings
## What Can You Offer?

<table>
<thead>
<tr>
<th><strong>Education</strong></th>
<th><strong>Experience</strong></th>
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<tbody>
<tr>
<td>Consider your major, minor, concentrations, electives; GPA; honors and awards; scholarships; special papers and projects; research; honor societies; study abroad...</td>
<td>Consider your employment background; internships; cooperative education placements; academic fieldwork; extended volunteer work; training and certifications...</td>
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<tr>
<th><strong>Activities &amp; Accomplishments</strong></th>
<th><strong>Skills &amp; Personal Attributes</strong></th>
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<tbody>
<tr>
<td>Consider campus and community organizations; clubs; athletics; travel; fraternities/sororities; professional associations; leadership positions; elected offices...</td>
<td>Consider computer and language skills; technical and scientific abilities; use of equipment; interpersonal and communication skills; areas of excellence; teamwork and competition; hobbies and leisure activities...</td>
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