

# College Freshmen:

## Your career starts with Day One on campus!

The first day of your freshman year hardly seems like the time to start thinking about your first job after graduation, but the fact is that the skills and habits that you develop as a student will have a big impact on the impression you will make on recruiters and how successful you'll be in that all-important first job. Here are 3 career skills to consider:

### SHOW UP ON TIME



The number one reason why new hires lose their jobs is poor attendance: leaving early, showing up late, or not even showing up at all. Yet many colleges do not require students to attend classes; they leave it up to the student. So start practicing for the working world now.

It shows respect for your professors and their work.

It builds your "brand" as a reliable, responsible student.

You will get better grades with perfect attendance.

### MAKE YOUR CAMPUS A BETTER PLACE TO BE

Studies show that employees would rather work in a pleasant work environment than receive cash bonuses or other rewards. Practice making your environment more pleasant. These habits will make you a more attractive job candidate, and more successful in your job after graduation.

Make everyone feel welcome: Greet everyone -- students, staff, and visitors (especially visitors!) -- with eye contact, a friendly smile, and a "welcome" or "hello." People will be happy to be on your campus.

See something, do something: If you see some trash, don't just leave it for someone else. Pick it up and throw it out yourself. Your campus will look better, and you'll make someone else's job easier.

Be helpful. If someone looks lost, give them directions or even take them where they want to go. Stay after class to help move chairs if needed. Look for ways to save others time and effort if you can.

*To paraphrase President Kennedy, ask not what your college can do for you; ask what you can do for your college.*

### BE A COMMUNICATOR

Hiring managers cite communications skills -- both written and verbal -- as something that most recent graduates lack. Take every opportunity to observe others and to practice your own skills.



Make every writing assignment count. Get spelling, grammar, and punctuation right, even if your professor doesn't grade for it. Your manager will care and your job success can depend on your writing skills.



Use every chance you get to speak in front of people. Volunteer to give verbal reports in class. Go to campus career fairs and practice introducing yourself to recruiters.

# Zzz...

Even the most boring course ever can teach you communications skills. Observe; what makes it so boring? What could be done to make it more effective? Volunteer to lead a study group and see if you can do any better.

Alfred Poor, America's Success Mentor for Young Employees, is a speaker and writer. He is the author of "7 Success Secrets That Every College Student Needs to Know!" Contact him to come speak on your campus.

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