### How To Adult: Your guide to getting from college to career





## Welcome

Whether you're a college student or entering the workforce, we're here to help. **Orangenius**, a comprehensive online platform designed exclusively for creative professionals, and **Creative Circle**, one of the nation's largest creative staffing agencies created this guide as a stressfree approach to kickstarting your career post-college. Inside, you'll find resources to prepare you for your college years and your career beyond the campus.

Freshman year Transition into college without losing your mind.

Sophomore year Start stepping out of your comfort zone - personally and professionally.

Junior year Plan for those amazing internship and postgraduation opportunities.

**Senior year** Find a creative community and start planning for your career.

### Resume

The transition from high school to college to the workforce is a big one. At every stage, you want to put your best foot forward. Your resume tells a story about who you are - it's important to document every milestone, from the dean's list award to the community service you did your freshman or sophomore year. These experiences contribute to your perceived success beyond your college years.

#### Tell your story

Paint a picture. You want employers to get a sense of who you are and what you've accomplished thus far. Have you made it into an honor society or dean's list? Go ahead and list those accomplishments; they will contribute to the bigger picture. Remember there is a fine line between confidence and arrogance.

#### **Be consistent**

we know you are tired of writing those 10 page papers, but you have to make sure your resume stays clean and consistent throughout your college years. Keep it simple and pay close attention to things like spacing, indentation, bolding, font type, and size.

### You are your brand

You are just at the beginning of really establishing who you are creatively. Make sure you keep a running list of all your skills, experience, and accomplishments. Your resume will be a direct reflection of who you are as a creative and individual. Consider how you want your brand to look and feel, then ensure that your resume reflects that as you continue to grow as a creative.



## Portfolio

Whether you're applying for your first internship or a job after graduation, you need to start thinking about building a proper portfolio. The point of your portfolio is to show the employer your work, your resume and your personal brand. As you create your first portfolio, you should consider: Does it begin to highlight your best work, and does it represent your full potential as a creative?

### You are your brand

Develop a personal brand (logo, theme, color scheme) that is a great representation of you and your personality. Incorporate your branding throughout your portfolio for continuity.

### **Go digital**

Having a physical portfolio is great, but having an online footprint is that much more impressionable is quick, inexpensive, and available to view 7 days a week, 365 days a year.

### **Express yourself**

Whether you are a writer, graphic designer, or a general studies major trying to figure it out, a brief summary to introduce yourself and explain who you are and what you want to do will capture the audience.

**Embrace the technology** You have so much knowledge at your disposal. Ask your professors or peers about the latest creative portfolio technology if you are not in the know. We highly recommend Orangenius, which allows you to build multiple portfolios and attach each work to an individual work experience.

## Interview

It's super intimidating, and many of us don't know how to properly interview postgraduation. It's important to start building these tools whether you are transitioning into your freshman year or your senior year. Always be confident about the position you are interviewing for internship or not, every interview will be a major learning experience.

#### **Be present**

Are you interviewing for that amazing internship at your dream company? Make sure you are listening actively throughout the interview. Show your confidence with direct, natural eye contact with the interviewer.

#### Plan for success

Remember that every interview form internship or entry-level position will be unique. Plan how you want to present your skill set or portfolio ahead of time.

#### Be confident, but not cocky

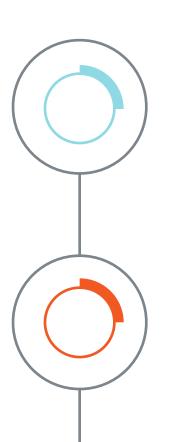
Employers like interviewees with confidence. Start the interview by greeting the hiring manage with a firm handshake, a smile, and strong eye contact. Remember to be sincere and express interest in the position while highlighting what makes you the right person for the job.







# Freshman Year Timeline



1. Move-in

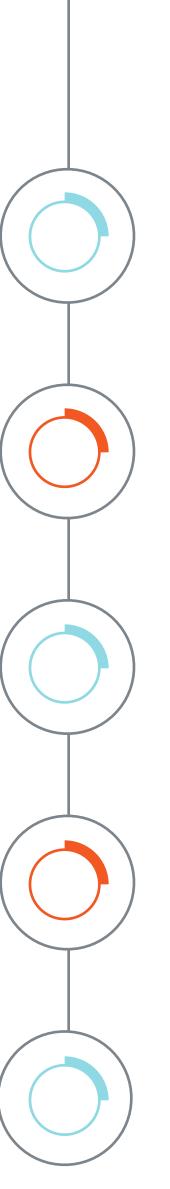
2. Orientation



4. Visit your advisor

5. Transition into college academics

6. Take interesting classes



7. Form a study routine

8. Set personal and academic goals

9. Attend club fair and join an organization

10. Learn about yourself

11. Create a resume

# Freshman Year

### Your Goals: Transition from high school to college

Leaving the comfort of home can be a scary yet exhilarating experience. It's important to make yourself comfortable with your new surroundings before you dive into the school year.

### Your Concerns: Independence

Gaining that much-craved independence seems less glamorous when you realize you're officially in charge of your own survival.

### Your Wants: Find a community

You're at a new school in a new town, and your first order of business is to make new friends! Feeling like you're part of a tightknit community will be one of the most rewarding aspects of your college career, so getting out there and meeting new people should be a priority at this stage.

#### Your Challenges: Putting yourself out there

Starting college is daunting: you may not know anyone, you're in unfamiliar surroundings, and you're really on your own for the first time! Channel that fear of the unknown and challenge yourself to talk to a classmate, or join a club around a topic that interests you.

### Your Main Values: Taking advantage of it all

College exposes you to so much: freedom, new people, ideas, learnings and experiences. Freshman year is your opportunity to soak in as much variety as you can – over time you'll narrow down your interests and start developing your major, minor, and eventually, career!







### Move-In



Moving day is something every student looks forward to. Follow these tips to help you prepare for your day:

- Dorm essentials
  - Purchase command strips and hooks
  - Stock up on cleaning supplies
  - Use storage bins
- Packing
  - Check your school website for move-in policies
  - Pack light with seasons in mind
  - Have a business-casual outfit on hand you'll need it
- Roommates
  - Get in touch with your future roommate
  - Decide who is bringing what in terms of shareable items
  - Coordinate what times you will be moving in



## Orientation



Orientation may sound like a lame obligation, but it's actually a great opportunity to learn almost everything you need to know before starting classes, and a great way to make new friends. As obnoxious as name tags are, and as uncomfortable as ice-breakers can get, orientation is a must-go.



# Make Friends





**Don't be picky!** This is your opportunity to make new friends. Go into college with a friendly and open mind – be nice to everyone you meet, and be as inclusive as possible.



## Visit Your Advisor





Take advantage of your academic advisor! Advisors work with every department on campus to offer resources to their students. They also assist students in class planning, major and minor selections, and career and internship opportunities.



Transition Into College Academics





College teaching styles and academic demands **are much different** than high school. Many freshman courses move at a fast pace and are taught in large lecture-style classes. Make sure you don't get left behind.

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## Take Interesting Classes



In college, you can finally take classes simply for the sake of learning. Engage yourself with new material, follow your instincts, and use this opportunity to soak up as much knowledge as you can.





Form A Study Routine



Self-discipline is a must in college. Many college students aren't as successful as they could be because they get distracted from what's most important – academics. You'll need to develop a study habit, so figure out what works **best** for you and stick with it.

Set Personal & Academic Goals





A key skill in achieving success at any age is learning how to set goals. Identify your short- and long-term goals and put them into writing. Think about what you'd like to accomplish, skills you'd like to hone in on, and what connections you'd like to make during your college career.



Attend Club Fair & Join An Organization





The club fair on campus is an opportunity to learn about and join an organization you never thought you'd be interested in. Students who get involved in college will generally meet others with the same interests, find their niche on campus, and become more well-rounded.



## Learn About Yourself



College is a time for finding yourself. It throws you into a whole new world, with new people, new responsibilities, and new opportunities. Embrace it and discover who you are and who you want to be.





## Create A Resume



Though you may not have a ton of experience yet, now is the time to start thinking about your first resume. You can start creating your resume by **signing up for Orangenius**, which gives you an easy-to-follow template for filling in your professional experience. You can also find resources for structuring it on Creative Circle's **Resume Guide**.





# Keep Learning

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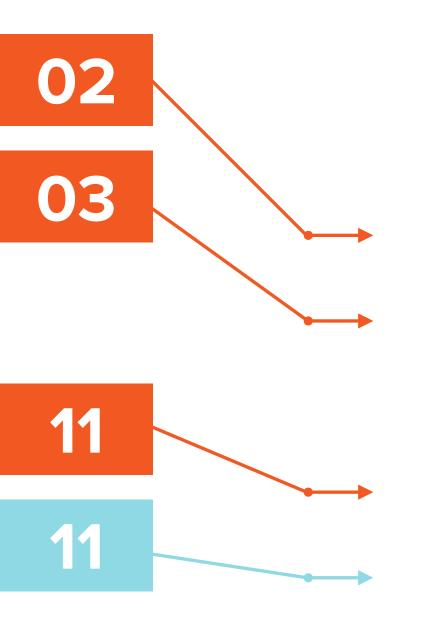
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### See you next year!

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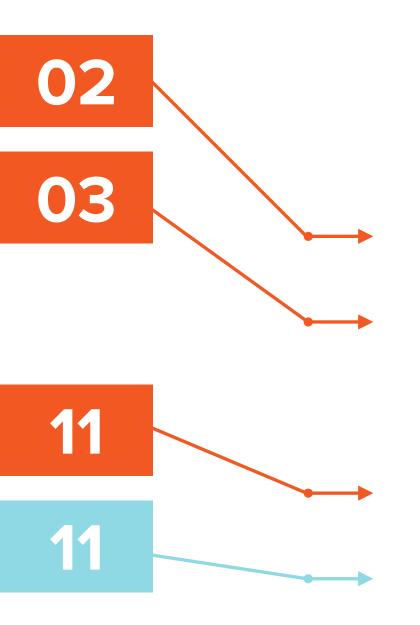
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- Using Your Resume To Begin A Conversation: 4 Ways To Get Noticed
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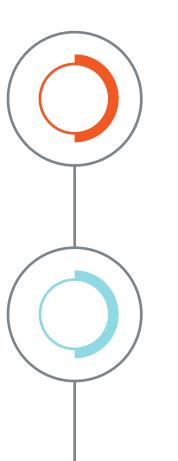






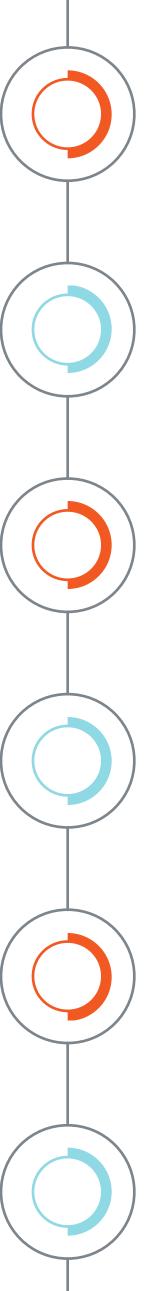


# Sophomore Year Timeline



### 1. Branch out

2. Maintain friendships



3. Keep up with extracurricular activities

4. Explore different majors

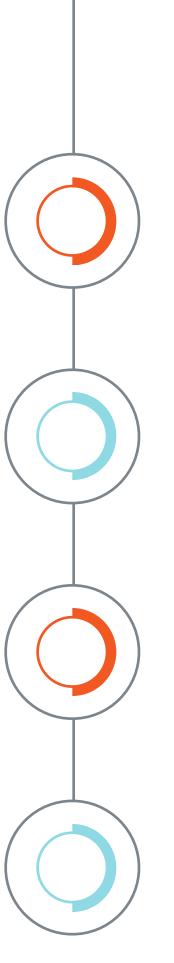
5. Attend art fairs

6. Develop good communication skills

7. Explore study aboard opportunities

8. Research internship & job shadowing opportunities





### 9. Get a mentor

10. Keep your resume updated

11. Set up informational interviews

12. Reflect

# Sophomore Year

### Your Goals: Step outside your comfort zone

Now that you've become more acquainted with your college or university, it's time to begin exploring what else it offers. Join new clubs, try some classes that may not have been on your radar, and begin looking further to settle upon a major by the end of the year.

#### Your Concerns: Avoid the sophomore slump

Although it may not seem imminent, it's important to keep in mind that you should be finding internships, looking into study-abroad and taking the right classes towards your major. All while maintaining your GPA and social life – so there's certainly no time for a slump!

### Your Main Values: Maintain your community

The friends you're with and the company you keep builds not only your social life, but your interactions through your classes and extracurricular activities as well. It helps to know and trust the community you are a part of, thereby developing connections to look back on in the future.

Your Wants: Feel accepted by your peers Your sophomore year determines a large portion of your stability, which will be the foundation for the years to come. Feeling accepted will be one of the most important steps.

### Your Challenges: Expanding your horizons

It's difficult to break out of your comfort zone, but in doing so you'll be able to find new inspirations and ways to prepare yourself, all while growing your personal network.



## Branch Out



This could mean looking into clubs you have never considered, taking classes that don't necessarily pertain to your major, and expanding your community and connections.





## Maintain Friendships



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You've just spent your first year meeting people and making friends; now the important part is maintaining those relationships with professors, mentors and upperclassmen. Going out of your way to dedicate time to your friendships, both at school and from back home, will be a test of timemanagement, but will ultimately be **worth all the effort**.



## Keep Up With Extracurricular Activities





The majority of schools have club fairs/events that take place at the beginning of each semester. Exploring the fairs, asking questions, and finding out about groups at your school that spark your interest could **inspire you** to pursue new activities and hobbies. It's a good idea to look into several extracurriculars before settling on one or two.

Explore Different Majors



The major you settled on before you started college may have shifted slightly, and it's worth noting there is nothing wrong with changing your mind at this point in your college career. Taking different classes in different fields will not only fulfill credits, but also allow for a **new perspective** on your strengths and interests. Take advantage of the array of classes that are offered.



## Attend Art Fairs



As someone who may be looking into an artistic or creative career, finding your foothold in **creative experiences** is key. This could mean talking to your teachers and advisors for advice or researching and attending career fairs near you. You might also want to spend some time getting acquainted with creative professionals whose work is receiving recognition so you can get a sense of which skills you'd be developing during your education.











Develop Strong Communication Skills



This could mean communication with your peers, friends, professors, advisors and the people you anticipate talking to at fairs and interviews. The first impression leaves quite a mark, and honing that skill is the first step in developing communication skills. What will help you excel and move to the next level is your ability to sell yourself and your work. In other words, you should start early on being able to market yourself to people effectively.









Explore Study Abroad Opportunities



Now that study abroad isn't so much a thing of the far future as it was when you were a freshman, it's time to start looking at where you want to go and what you want to do. There are many study abroad programs, and you should find the one that would best serve your major while providing you with an amazing experience. It's a good idea to talk not only with your mentor/advisor, but also with students who have experienced study abroad first-hand.







Research Internships & Shadowing Opportunities



It's never too soon to start thinking about internships and job shadowing opportunities as you continue to maintain your school work. Utilizing your resources could be the way to start: Look into your school's recommended programs and connections. Through internships and jobshadowing programs, you can begin to gain real-world knowledge and build experience.







# Get A Mentor



Finding your footing, making life decisions, and taking steps for your future career is more than difficult, but not something that must be done alone. Finding a mentor or someone to confide in that knows about your area of interest is a good idea.



Keep Your Resume Updated



Throughout the excitement of the year, it can be easy to leave responsibilities on the backburner. It's important to maintain your resume and keep adding to and editing its content. This way, if you need to send it out to jobs, internships, or job shadowing programs, **it will be easily accessible**.



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Set Up Informational Interviews



Setting up personal interviews with people in professions you want to learn more about will build experience in the working world, and also expand your personal network. This is a gradual process, so it's good to get an early start in your sophomore year.



## Reflect



As you exit your sophomore year, it's time to reflect on your first two years of college and how they will ultimately shape your junior and senior years. You need to start thinking about classes that will round out your experience, show off your talents, and have marketability that will be appropriate for future employment or graduate school.



# Keep Learning

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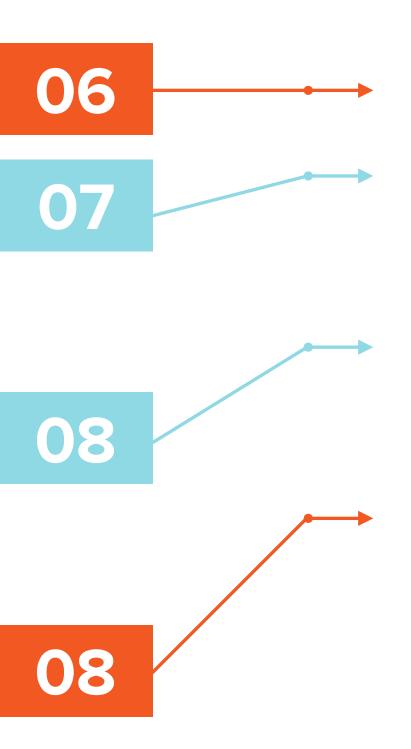
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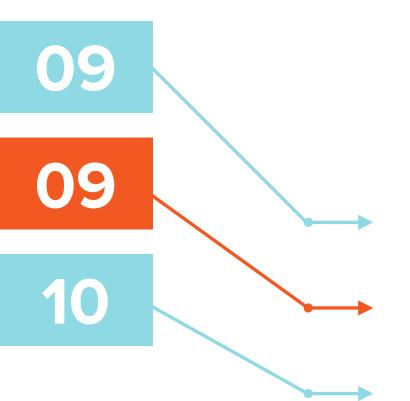
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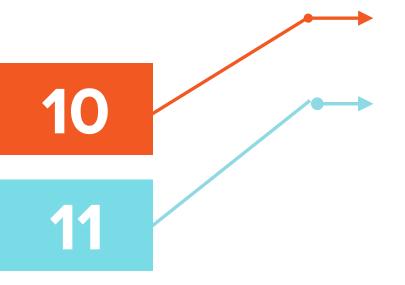
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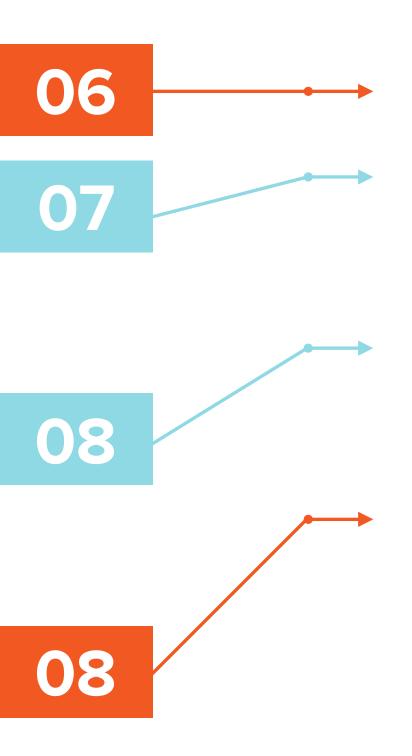




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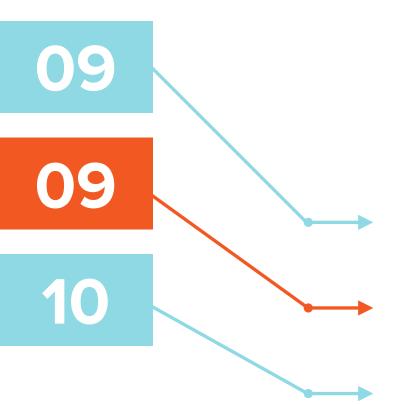
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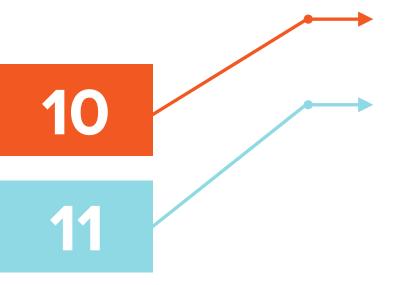
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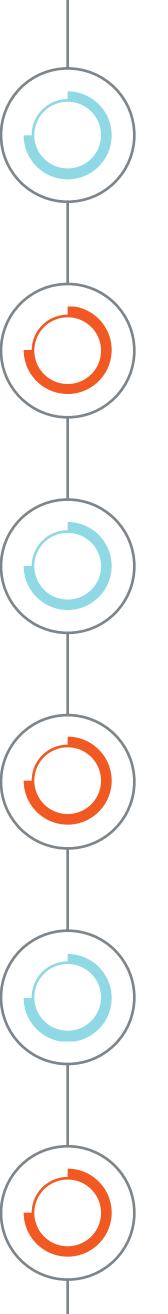


# Junior Year Timeline



1. Reassess goals

2. Attend career fairs and art business conferences



3. Apply for internships

4. Focus on time management

5. Go to networking events

6. Learn how to craft a professional email

7. Maintain relationship with your mentor

8. Take the right classes for your major





10. Reflect

# Junior Year

## Your Goals: Get some experience under your belt

If you haven't already considered how your college work experience might support your larger career goals, now is the time to start. Speak to your career advisors, start researching internship opportunities, or find a summer job that can help you gain useful real-world skills.

## Your Concerns: Getting the job you want

Make sure you're the right candidate for the job by getting your resume and portfolio in order. Spend a considerable amount of time building your network, making new connections that can lead to potential career opportunities, and considering how you want to position yourself post-grad.

## Your Main Values: Balance

Tackling the real world doesn't mean you should put your academic calendar or your social life on the backburner. Excelling in your classes should remain top of mind, while your work and professional obligations should come second. Use your free time to maintain friendships.

## Your Wants: Making it to the finish line

You've probably spent a lot of time thinking about your dream career. And while that vision may change as you progress through life, taking the right steps now will ensure you land the career that's right for you.

## Your Challenges: Time management

It's not easy to balance school, work, and social obligations. At this stage of your college experience, mastering prioritization techniques is critical to your well-being.







Reassess Goals





Now is a good time to determine whether the goals you set for yourself early on in your college career **still apply**. Speak with a career advisor or get advice from a mentor.

Attend Career Fairs & Art Business Conferences



If you're searching for a career in the arts, you may want to check out a few career fairs or art business conferences in your area. Career fairs are an **excellent place** to discover new organizations or companies that might be working in your field. Career fairs also provide the opportunity to polish your interviewing skills.



# Apply To Internships



Internships are an invaluable opportunity to gain real-world experience. While there are a variety of opportunities within the creative fields, some of the world's most progressive companies offer accredited internship programs that look pretty good on a resume. If you're looking to gain valuable design experience, check out the internship programs offered by Hershey's, Disney, Facebook, and more.



# Focus On Time Management





Staying on top of your game while remaining creatively stimulated isn't always easy. To make sure you're **staying focused**, establish some time-management procedures.

- Plan to work during your peak productivity hours
- Use online tools or apps to manage tasks
- Make sure you stay healthy with regular exercise and healthy eating

GO TO Networking Events

While going to a networking event may make you feel a bit nervous, it's a great way to meet decision-makers and colleagues in your field. To prepare yourself, identify some useful talking points and questions to ask people you might meet. The idea is to present yourself as knowledgeable, engaged, and ready to learn from your peers.





Learn How To Craft A Professional Email



Your college career has likely been filled with opportunities to hone your writing skills. If you haven't yet mastered the art of email communication, make sure you do so before you enter the professional world. College students should practice keeping their professional emails brief and to the point.



Maintain A Relationship With Your Mentor



If you've identified a career mentor, make sure you keep in touch. Check in regularly, update them on your career progress, and get their feedback on your resume or portfolio. Make sure to ask them to keep you updated on any internship or career opportunities they or someone in their network might have available.

Take The Right Classes For Your Major



It's easy to get swept up in the excitement of classes that interest or inspire you, but most colleges and universities require students to take specific classes in order to graduate with a specific major. Usually, your school's career center will provide a course track for your major - make sure you re-visit that plan during your junior year so you can start checking all of your required coursework off the list.



Explore Different Minors

College is an excellent opportunity to specialize in a niche within your field. Perhaps you're a graphic design major interested in working in fashion, or you're studying fine art and want to work with animation. Taking coursework in a specialized area will enhance your ability to obtain work in a particular field, so use your remaining years in college to pick a minor that can **advance your career goals**.





# Reflect



Now is the time to review your college experience thus far and determine how you might apply it to the real world. Reflect on the courses you've taken and the projects completed to determine the underlying narrative: Who are you as a creative professional? What are some of the consistent themes in your work? Contemplate these ideas as you're filling out your <u>Orangenius</u> profile, and be sure they're reflected in your Bio and Artwork portfolios. If you need help with your portfolio, review Creative Circle's Portfolio Guide.





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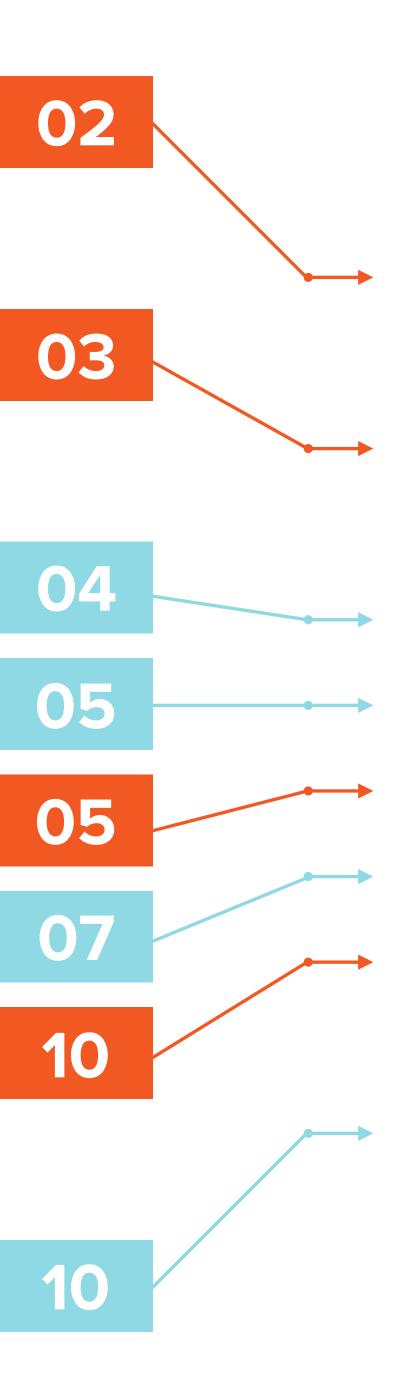
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See you next year!

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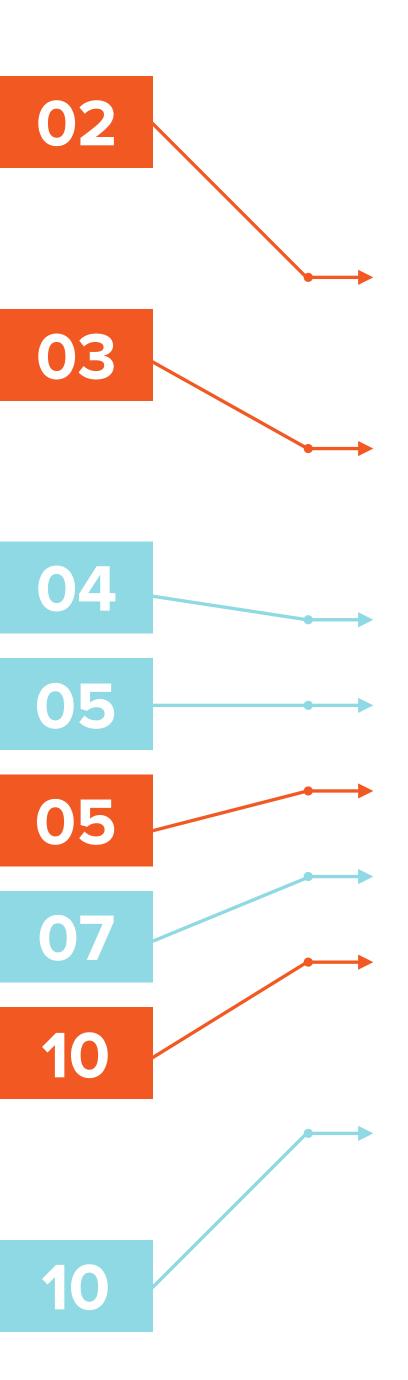


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# Senior Year Timeline

1. Start your job search

2. Avoid senioritis

3. Manage your work and social life



4. Meet with an advisor to solidify graduation

5. Expand your network

6. Set yourself up for a job

7. Create a five-year plan

8. Graduate

9. Reflect on your college years

# Senior Year

## Your Goals: Finding a creative community and developing your career

Those visits you've been making to the Career Development office? Time to kick them into high gear. Thinking about your career and pursuing opportunities with the support (not to mention the connections!) of your school is a huge asset that you won't have next year. Talk to your classmates, professors, and community to find out what they're doing to seek employment and prepare for post-grad life.

## Your Concerns: Graduating without mishaps

Two semesters left of college until you're released into the working world. A daunting prospect for sure, and you're feeling the pressure to make sure nothing happens to jeopardize your post-college success. Now is definitely a good time to start the job hunt and clean up your social media!



## Your Main Values: Re-integrating into the community and social activities

You spent your summer working, interning, or traveling, and now a big priority is getting back into the swing of things. Reconnecting with friends and your creative community are top of mind. Use that nervous, beginning-of-the-school-year energy to hit the ground running in your courses, clubs, and creative pursuits.

## Your Want: Get the most out of senior year

This is your last year of college and you don't want to waste it. You feel pressure to spend time with friends and soak up the last bits of your college experience, and at the same time, take your academics seriously. By prioritizing your time wisely, it's possible to do both!

## Your Challenges: Senioritis

Let's face it. Senior year is fun. Like really fun. You've made great friends, you've gotten basic requirements out of the way, and you're ready to finish up your college experience by celebrating... all year long. And you should, but fight the urge to slack off. Live this senior year with intention and you'll set yourself up well for life after college.

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# Start Your Job Search



The first order of business for students embarking on finding promising art careers is to talk to your network. While you might not be sure where to start, look no further than your favorite professor. Use the bond with your professor to ask for their connections. Often professors have careers outside of their university role, and can connect you with opportunities beyond the campus.

# Avoid Senioritis

You'll have a lot of freedom senior year, and you may be tempted to phone it in as graduation approaches. However, you must schedule your time effectively and urge yourself to keep going. If you employ useful time management strategies, you'll have time to work and play.

Leave your living space and go somewhere else, to the library, the studio, or a coffee shop, for example – so that work gets done in a designated space, and when you're home, you can relax!



# Manage Your Work & Social l ife





Employing time management strategies wisely allows you to efficiently complete your schoolwork, leaving time for your social life without that nagging feeling that you've left assignments undone. That said, you can also combine the social with your professional pursuits by joining a professional association or club on campus. That way, you can be networking and pursuing a post-college career while still meeting people and having fun. Also, identify your peak working hours – are you most productive in the morning or at night? Make it a priority to get assignments done then.





Meet With An Advisor To Solidify Graduation



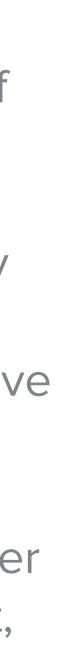
You've probably had that nightmare where it turns out you somehow totally missed a huge requirement you needed to graduate. Ever had the one where you're signed up for a class but didn't know it so you never went? Yikes. Avoid these nightmare scenarios by meeting with your advisor early on to make sure you're on track to graduate, (and make any contingency plans if need be).



Expand Your Network



It's easy for students to get caught up in the typical web of final exams, term papers, club meetings, tailgates, social events, and everything else that comes with being an undergrad. While these are certainly important tasks every student must tackle, it's important not to forget the impact building a network while in school can have on your creative career. Prioritize attending networking events in your prospective career field, set goals (talking to at least three people is a good start!), and arm yourself with an icebreaker to calm your nerves. Listen and learn from those you meet, and follow up with these new contacts for additional conversations.



# Set Yourself Up For A JOD



 Polish your Orangenius resume and clean up your portfolios – adding your latest works, accomplishments and skills.

 Go ahead and ask your professors and employers if they're willing to write you letters of reference when you apply for jobs.

• Practice your interview skills with a friend, your advisor, your career center, a parent, whoever! You've accomplished so much in college, and it's important to practice wording those milestones properly to wow prospective employers.

• Research the companies where you're interviewing – not just the blurb from their homepage, but a deeper dive, making sure you ACTUALLY understand their business, their culture, and their mission.



# Create A Five-Year Plan

Think about what you want to accomplish in the next five years. Of course, life throws you curveballs, ambitions change, and you may not want at 27 what you wanted at 22, but sitting down and planning for the future is a **useful** exercise. It helps you put into words your skills, inspirations, values, and goals, and can help keep you on track if you're feeling lost down the road.

Reports have stated that successful creative professionals have relied on strategic planning for their success. Being thoughtful and strategic when thinking about your career will provide personal touch points that can guide you on your career journey. List actionable and quantifiable goals, and return to your plan once or twice per year to reflect, adjust, and prioritize.























# Graduate





This needs no explanation. Congratulations! Have an amazing celebration and pat yourself on the back for four years (or more!) of hard work, lifelong friendships made, experiences you'll never forget, and knowledge gained from so much hard work and creativity.

# Reflect On Your College Years

Use graduation to reflect on your college career. Not just for nostalgia sake, but to think about how it shaped and prepared you for what's next. Think about who you were when you entered college and **who you've become** – both as a person and a creative. Be proud of your accomplishments and growth, and go confidently into the working world!









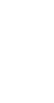


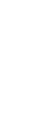




















# Keep Learning

If you want more tips like those featured in this guide, check out our blogs for articles on the job search, career development and the creative lifestyle!

## **Artrepreneur by Orangenius:**

https://artrepreneur.com

## **Our Notebook by Creative Circle:** http://www.creativecircle.com/blog

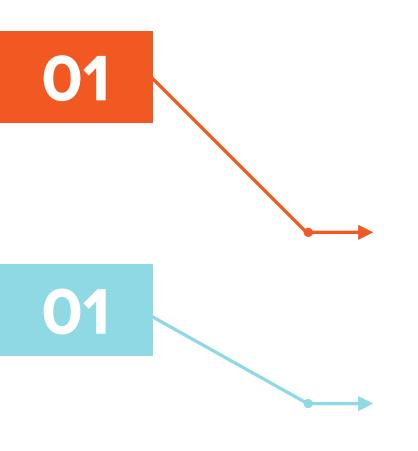
Ready to land your dream job? Get started by creating your portfolio on <u>www.orangenius.com</u> and don't forget to register at <u>www.creativecircle.com/talent</u> to kick things off with our team of recruiters.

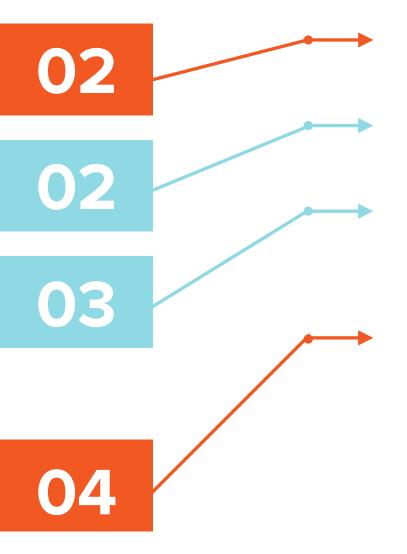
## Good luck!



**SENIOR YEAR TIMELINE** // CREATIVE CIRCLE + ORANGENIUS **78** 





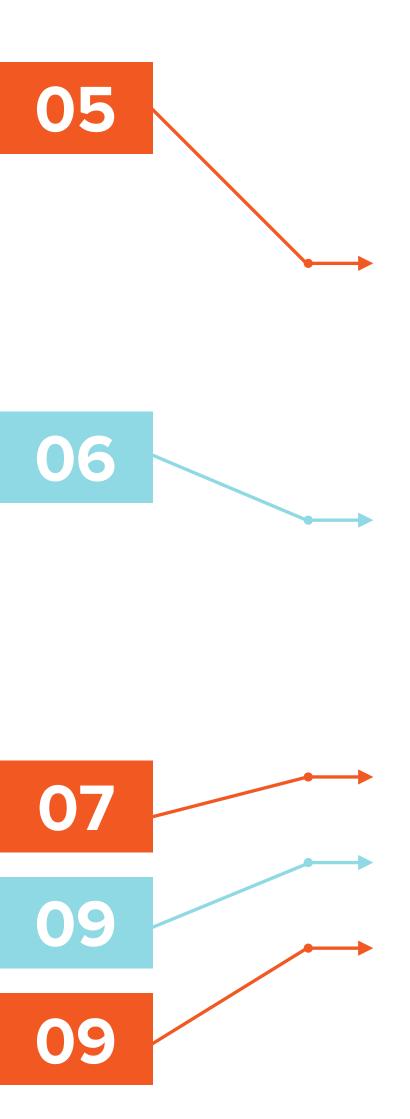


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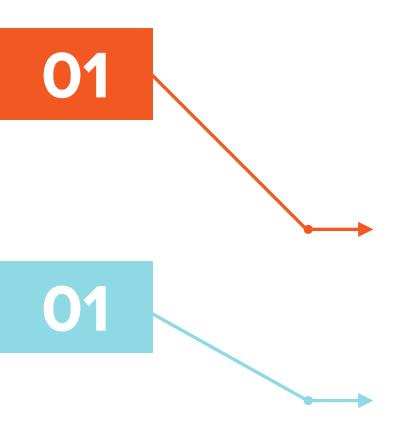




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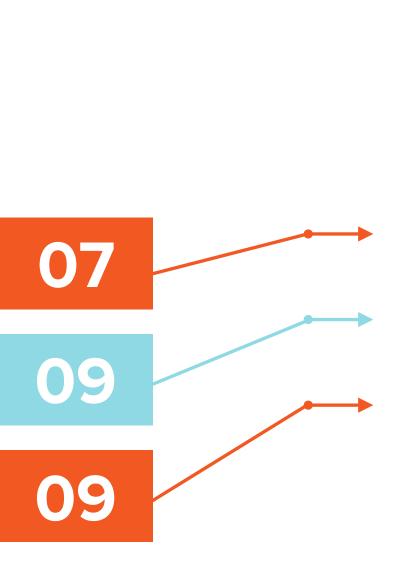
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