

IT'S VIRTUALLY POSSIBLE!

**Krannert Professional Development Center
Virtual Career Resource Guide**

INTRODUCTION

The corporate landscape these days is a surreal experience for everyone. The entire workforce has been turned upside-down, hiring freezes have been instituted across industries and sectors, and unemployment is rising rapidly.

We know that this is not the world you thought you'd be stepping into. These are stressful and uncertain times for you, for us, and for millions of university students across the country.

KPDC CAN HELP!

The good news is that there are plenty of immediate and long-term actions you can take to increase your appeal to organizations that are hiring, network and connect with professionals online, manage your resources wisely, enhance your (virtual) competencies, and set action-oriented goals for yourself.

This guide will introduce a variety of resources, ideas, and mindsets you should adopt and utilize to overcome these challenging times.

HOW TO USE THIS GUIDE

This guide was designed with our students in mind! It will take you through three stages designed to use in chronological order. Specifically, the guide starts with critical mindsets needed to succeed in the age of virtual recruiting before moving on to immediate and long-term action steps you can take to thrive upon in the fall or after graduation.



STEP 1: GETTING STARTED

To successfully enter the virtual workforce, you'll need to enhance your appeal to organizations that are hiring and arm yourself with an enhanced virtual presence.

Enhance Your Online Presence

Begin your virtual career journey by ensuring your virtual brand has been updated to reflect your most recently acquired skills and accomplishments. Now is the time to be cognizant of how you communicate online, through email, and how you show up virtually; especially when networking.

- Update your resume
 - [Undergrad | Krannert Resume Template](#)
 - [Masters | Krannert Resume Template](#)
 - [Purdue CliftonStrengths for Students Talent Assessment](#)
 - [How to use your CliftonStrengths in your resume](#)

- Strengthen your LinkedIn profile
 - [Creating your LinkedIn profile](#)
 - [20 Steps to a better LinkedIn profile](#)

- Grow your virtual professional network
 - [How to effectively network during quarantine](#)
 - [Digital Networking Strategies](#)
 - [Email Sample | Reaching out to alumni via email](#)
 - [Preparing for an informational interview](#)
 - [The Krannert Network | Connect and engage with alumni from Krannert](#)



STEP 2: LAUNCH YOUR SEARCH

We've seen unprecedented change to the workforce and labor market. Although the market has changed dramatically as entire industries have been impacted by COVID-19, many companies are still hiring.

Embrace Remote Work

With individual mobility being hindered by travel restrictions, many companies will likely embrace remote networking, interviewing, and work now and in the near future. Many opportunities exist for micro-internships and short projects. Be prepared for a new interview experience! If you need help preparing for a virtual interview, KPDC coaches are always available for assistance.

- Find FT jobs and summer internships
 - [FlexJobs | Webinar: How to find a remote job](#)
 - [Who is hiring right now](#)
 - [Covintern | Find remote internships at top startups and companies](#)
 - [Intern from Home | Connecting students to virtual internships](#)
 - [Remote Students | Mentorship, internships, and jobs for students](#)
 - [InsideSherpa | Virtual work experience programs](#)
 - [Fiverr | Utilize your skills and enhance your work experience with a gig](#)
 - [50+ Remote Freelance Job Websites](#)
 - [ParkerDewey | Micro-Internships and Short Work Assignments](#)
 - [The US Job Fair Directory | US Hiring](#)

- Prepare for virtual interaction with companies
 - [How to prepare for a virtual interview](#)
 - [LinkedIn Learning | Video Interview Tips](#)



STEP 3: LONG TERM SUCCESS

We recommend that you think critically about your next steps and approach. These are not ordinary times and you will likely need to stretch your comfort zone and adapt to the world as it is. Be innovative and creative.

Long Term Success

For many of you, your professional plans and career strategies will soon have to change. The companies you're interested in may not be hiring right now, as entire sectors are being reconfigured and overturned. This is painful, but it can also be a call for action. Set yourself up for long-term success by investing in your intellectual and creative talents.

- Build new skills
 - [Purdue Summer | Online Courses](#)
 - [Coursera | Online courses you can finish in a day](#)
 - [Harvard University | Free virtual business courses](#)
 - [edX | College courses from the world's leading universities](#)
 - [Rosetta Stone | Free language learning for 3 months](#)
 - [Tableau Data Software | Learn to use Tableau, free for 3 months](#)
 - [Udacity | Master skills technology companies want](#)
 - [LinkedIn Learning | Online courses for creative, tech, and business skills](#)

- Free eBooks
 - [National Emergency Library | 1.3 Million Free eBooks from 1925 - Present](#)
 - [Purdue Libraries | Online Access and eResource Center](#)
 - [Google Books | The world's most comprehensive index of full-text books](#)

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As the market struggles and reinvents itself, recent current students run the risk of being left behind. It is up to you to be assertive, action-oriented, entrepreneurial, and gritty, as you navigate a changing market. You will find power and confidence in your ability to tackle the unknown.

You are not alone in this! You have a powerful group of guides, coaches, advisors and confidants at your disposal. Use them, embrace them, and find power in their guidance. We are all in this together and are all here to help each other. It's virtually possible.