

# Application Tips for Transfer and Non-Traditional Students

Transfer and non-traditional students have **unique challenges and opportunities** in career development. They may need to condense networking and job search practices into two years and may want strategic support in formulating how to talk about previous work experience. The Career Development Center can help.

## Meet with Us and Stay in the Loop

Meeting regularly with your **academic advisor** is essential to ensure you are on track to graduate and move toward your chosen career. It's also a good idea to meet with a **career assistant** for a drop-in appointment to look at your résumé or cover letter and/or to schedule an appointment with a **college-specific career advisor** to talk about the resources and strategy you can use in pursuing your path.

## Network

Networking on campus or online introduces you to many resources. Career events, especially the career fairs held each term, are great platforms to network and meet employers.

Find other students, alumni and staff on **LinkedIn**, join clubs or organizations, participate in career workshops and events, engage in research or participate in an internship. If you are on a compressed two-year schedule, take advantage of these opportunities starting in your first or second term of school.

## Communicate Your Life Experience

- **Focus on transferable skills.** If you worked as a server in a restaurant for 15 years, focus on 'supervision of staff' or 'handling competing priorities.' Focus less on tasks and more on what previous jobs have in common with future jobs.
- **Use résumé sections to arrange previous experience.** Instead of putting all your experience under 'work experience' in one long section, consider pulling out your most relevant experience into its own section, and include volunteering and projects to build out that section. This allows you to list experience chronologically within sections but to move more relevant experience toward the top of your résumé. Put less relevant experience in an 'additional work experience' section at the bottom.
- **Do you have gaps in experience?** Use more sections to break up your experience into categories in your résumé. List volunteer or community experience to fill in gaps. Consider using years instead of months next to experience when appropriate. If needed, use cover letters to give more context about your unique path.
- **Need experience but are working full-time?** Try to get some short-term volunteer experience with an employer in your field or work an on-campus job between classes to build your résumé. Classroom projects and club involvement can also supplement experience.