

# GET THE JOB

## Maximizing Entry-Level Roles

### How to Learn, Network and Build a Career Foundation

Every career starts somewhere, and for most people, that means an entry-level job. These early roles may not seem glamorous, but they offer valuable opportunities to gain experience, build relationships and learn how the professional world works. With the right mindset, your first job can be the launchpad for long-term career growth.

#### LEARN EVERYTHING YOU CAN

Entry-level roles are a front-row seat to how an organization runs. Pay attention not just to your own tasks, but to how other departments function, how decisions are made and how teams collaborate. Take notes, ask questions and show curiosity — managers notice employees who are eager to learn.

Even if your responsibilities feel basic, there's always something to gain. Mastering time management, customer service or internal communication will serve you well in any future position. The more reliable and skilled you become, the more likely you are to be trusted with bigger projects



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#### BUILD STRONG RELATIONSHIPS

Who you know often matters as much as what you know. Use your time in an entry-level job to build a professional network. Get to know coworkers

in other departments, connect with people on LinkedIn and find a mentor who can offer advice and guidance.

Your attitude makes a big impact, especially early in your career. Show up on time, meet

deadlines and be willing to help where needed. Even small efforts — like asking someone how their project is going or offering to take on an extra task — can build goodwill and establish you as a team player.

Entry-level jobs are stepping stones, not dead ends. By staying focused, engaged and open to growth, you can make the most of your early roles and lay a strong foundation for the career ahead.