

CAREER GUIDE

Center for Professional Pathways

SUCCESS BEYOND
CAMPUS

CAREER GUIDE

Our mission is to provide access to **TRANSFORMATIVE EXPERIENCES, EDUCATION, and COUNSELING** that advance student career development and benefit society.



Western Oregon University

Werner University Center 119

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Western Oregon
UNIVERSITY

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This career guide is designed to give you tools to create a resume and cover letter that serve you well, and provide you guidelines and resources for developing your career path and obtaining jobs and internships. Once you have created your resume and cover letter, follow these next steps to reach your goals:

- Go to the CPP to have my resume and cover letter reviewed.
Drop-in hours Monday- Friday, 9 a.m. to 4 p.m..
- Go on **WolfLink/Handshake** to check out jobs, volunteer, work study, and internship postings, on and off campus.
- Create FREE business cards at the CPP to have at networking events.
- Develop my interviewing skills by practicing my responses to typical questions and schedule a **Mock Interview** with an CPP staff member to get immediate feedback.

CPP Services Include:

✓ Career Counseling

- Explore & Decide a Major
- Explore & Choose Careers
- Internships & Job Search
- Resume & Cover Letter Reviews
- Networking
- Mock Interviews
- Graduate School Advising

✓ Assessments

- Myers-Briggs Type Indicator (MBTI)
- Strong Interest Inventory
- Self-Assessments

✓ Drop-In Peer Advising

- Resume & Cover Letter Reviews
- General Job Search Information

✓ Workshops, Events &

Networking (Listed on WolfLink)

- Professional Workshops on Campus
- Career Fairs
- Grad School Fairs
- Etiquette Dinners
- Career Mentoring Program

✓ Experiential Learning

- Internships / Practicum
- Alternative Break
- Volunteer Opportunities



Finding a Job or Internship on WolfLink

1. Log on to your portal.
2. Click the black and white wolf head button at the top of your page.
3. First time users will be prompted to activate your account and complete your profile.
4. Search for jobs and apply to those you are interested in.

To help yourself stand out and get noticed, have CPP review your resume to make it career ready!

Students, your success using WolfLink is all determined by YOU! Feel free to create your student profile to fit your needs, and update your profile on a regular basis to have this be an evolving site suited to you.

Our Staff



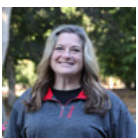
Adry Clark, Director, clarka@mail.wou.edu

Career counseling, career assessments, mock interviews, grad school advising, presentations.



Justin Sunada, Assistant Director Experiential Education, sunadaj@mail.wou.edu

Coordinates Alternative break and volunteering, internship advising.



Jennifer Hansen, Career Development Coordinator, hansenj@mail.wou.edu

Job search advising, mock interviews, advanced resume review

Peer Career Advisors – Drop-in Advising, resume and cover-letter review, referrals

Experiential Learning Program Assistants – WOU Community Internship Program and Alternative Break

Resume Writing Checklist

SECTION	FEATURE	✓
Contact Information	Name is bold – font size is between 14-18 points.	
	Address and body text should be 11-12 points – 11 point is the most common.	
	Address is spelled out (no abbreviations).	
Profile	Can use, but not required. See example on page 6.	
Education	Education is listed above experience.	
	Most recent institution is listed first (<i>If you attended multiple schools, consider only including your current or degree-granting school.</i>) High school experience is not listed.	
	Includes institution, city, state, degree, major title and expected graduation date.	
	GPA can be included if above a 3.5. Academic honors, awards, and relevant coursework can be shown here.	
Experience	Most recent experience is listed first - unless a “Relevant Experience” category is used.	
	Each experience lists name of employer, city, state, dates of employment or participation, position title and position description.	
	Each bullet/description starts with an active, power verb.	
	Past and present tense is used consistently and accurately.	
	Descriptions focus on accomplishment, knowledge, highlights and responsibilities, not duties. See page 6 for how to create accomplishment statements.	
Special Categories	Special categories, such as volunteering, leadership, and coursework are relevant and highlight professional skills. They demonstrate interest areas and reveal added personal and professional dimension.	
Extra Points	Vocabulary reflects the industry targeted by the resume. (<i>match your keywords with those from the job description</i>)	
	Position descriptions reflect transferable skills.	
	Accomplishment statements use quantitative data and information specific to the position.	

Resume Outline

Your Name Here

Address, City, State Zip Code
Phone number | Professional email

PROFILE *(or skills, summary of qualifications, or accomplishments)*

Briefly introduce yourself and your professional qualifications and experiences in a line or two. For example, “Community Health major, bilingual in Spanish and English, with 2 years’ experience in a clinical setting; seeking entry-level position in a client-centered, team-driven environment”.

EDUCATION *(placed here for most students and recent grads)*

Type of Degree, Major, Minor Expected Month Year
Western Oregon University, Monmouth, Oregon

Put your most recent degree first, then work backwards. Make sure to include your GPA if it is above a 3.5. You can also put any honors, special awards received, or other academic achievements. You may also list relevant course work and certifications if applicable or study abroad experience.

Previous Degree Month and Year of Graduation
Institution, City, State
You do not have to list an A.A. if you have your Bachelor’s Degree, unless you had specialized coursework relevant to the position to which you are applying. Include your Bachelor’s Degree if you have your Master degree. Do not list your high school education.

RELEVANT EXPERIENCE

Company/Organization, City, State Start Month Year – End Month Year
Position/Job Title

- Example: “Designed company newsletter with a circulation of 100 supervisors and managers”
- Remember to format points in Accomplishment Statement style, see page 7 for a How-to-Guide
- Two bullet points at minimum, five at most. Do not exceed two lines per bullet
- Jobs go in reverse chronological order, most recent first

Company/Organization, City, State Start Month Year – End Month Year
Position/Job Title

- Relevant volunteer and leadership roles can also go under your experience section
- Internships and student teaching are also good selling points
- List only relevant positions *(not all jobs)*
- Most people have three to four positions in this section

WHAT ELSE?

If you did not include volunteer positions in the above section, you can put it here under a different heading. Common headings are “Community Service” and “Leadership and Activities”. You can also put extracurricular activities in this section. References always go on a separate document. Remember, having more information on your resume does not necessarily mean you will get the job!

Resume Example 1, Involved in School and Community

Chris Novack

888 North Craven Drive #22
Monmouth, OR 97361
503-628-0000
cnovack19@mail.wou.edu

Profile shows areas of experience, skills, and position wanted

PROFILE

Psychology undergraduate experienced in day care and mentoring at-risk youth; skilled in child behavioral interventions. Fluent in Spanish and a dedicated team player who strives to reach underserved populations; seeking position as Behavioral Intern with Salem Montessori School.

EDUCATION

B.A., Psychology with Spanish Minor
Western Oregon University, Monmouth, OR
Mexico Study Abroad Program

Showcase study abroad experience and objective of trip

Expected June 2023

- Interacted with residents using fluent Spanish; studied people and culture while living with a Mexican host family
- Conducted informational interview with a Marriage and Family Therapist to learn about career path

COUNSELING RELATED EXPERIENCE

Counseling Program Intern

Step-up Counseling Services, Dallas, OR

August 2022 – Present

- Provide assistance to counselors on participants intake and record keeping
- Administer, organize and tabulate results of assessment tests
- Assisted with behavioral interventions and group counseling activities
- Served as an information resource to families regarding programs and available services

Dates are in reverse chronological order (most recent to last)

Assistant

Psychology Department, Western Oregon University, Monmouth, OR

September 2019 – June 2022

- Handled research requests from faculty efficiently and processed confidential information regarding statistics.
- Mediated customer conflict through patient listening and problem solving
- Reviewed required forms to ensure accuracy, using detail-oriented skills

ACTIVITIES & COMMUNITY INVOLVEMENT

Volunteer

WOU Alternative Break, Chattanooga, TN

August 2022

- Volunteered with a group of seven students helping a population suffering from food insecurity and organized over 500 food boxes at Chattanooga Food Bank
- Provided support and care for young children in an after-school program; prepared and packed lunches for children

Vice President

WOU Psychology Student Association, Monmouth, OR

September 2020 – Present

- Coordinate, design and implement publicity for campus-wide events
- Organize weekly meetings for 20 + members, resulting in better communication and team building
- Created and managed organizational budget and learned bookkeeping policies

Statements quantify and show accomplishments

Resume Example 2, Limited Work Experience

Leilani Kalani

4590 South Main Street,
Monmouth, OR 97361
503-628-4799
lkalani19@mail.wou.edu

PROFILE

Business Major with a concentration in Marketing; fluent in Spanish and English; Able to quickly master new software and apply its full range of capabilities; Seeking a position as Marketing Assistant with The Oregon Hotel Association.

EDUCATION

Western Oregon University (WOU), Monmouth, OR
Bachelor of Science in Business, Minor in Spanish

Expected June 2023

Relevant Coursework:

- Financial Accounting
- Management of Organizations
- International Business
- New Product Development
- Advertising and Promotion

Academic Accomplishments

- Excellence in Mentorship Award (2020)
- 2nd place national winner- Business Presentation Competition

RELEVANT SKILLS

Marketing Skills

- Created a social media campaign for the WOU Business Club, resulting in 15% increase in membership
- Designed a poster using Adobe Photoshop for semi-annual dance which resulted in over 300 attendees and profit of \$700
- Scheduled advertising targeting four universities in Oregon for Make a Wish fundraiser

Organizational Skills

- Spearheaded the planning of Oppression Awareness Week activities for over 500 students
- Created and maintained a roster of current and past members of WOU Business Club

Computer Skills

- Microsoft Office, Adobe Photoshop, StratSim, and Alpha customer list software
- Competent with Accounting and Financial Management

Honors and Associations

- Silver Key Honor Society, Member, 5/20 to present
- Dean's List, 2019 to present

Resume Example 3, Varied Work Experience

SOPHIA R. GONZALES

346 Commercial Street, Salem, OR 97301
sgonzales19@wou.edu | (503)-555-5555

Education **Western Oregon University**

Bachelor of Arts in Business, Overall GPA: 3.5
Minor in Economics, GPA: 3.8

*GPA can be
divided to show
emphasis*

Expected June 2023
Monmouth, OR

Relevant Coursework: Financial Management, Organizational Behavior, Strategic Management

Study Abroad

Completed coursework in International Business and Management

Aug – Sep 2020
Chichester, England

Experience **JP Morgan Chase**

Finance Intern

June – Aug 2022
Portland, OR

*Bullet
points
show skills,
experience,
traits,
value
added and
outcomes*

- Built models based on regression analysis to determine factors affecting treasury curve
- Communicated daily with coworkers and supervisors to produce weekly charts and graphs for business meetings
- Created daily stock market reports for traders, sales staff, and clients

Old Navy

Temporary Sales Associate

Nov 2020 – Feb 2021
Keizer, OR

- Communicated with customers regarding questions and handled complaints as necessary
- Reorganized clothing displays to attract new customers
- Handled \$5,000 in transactions on a weekly basis

University Computing Services

Student Technology Advisor

Sep 2019 – Apr 2020
Monmouth, OR

- Performed network administrative duties on Windows and iOS devices and conducted routine maintenance on all university electronic hardware
- Provided on-call technical support and troubleshooting for campus staff and students
- Collaborated with 8 student advisors to maintain website security and integrity
- Updated university website daily

Leadership **Associated Students of Western Oregon University (ASWOU)**

Vice President, Finance

Oct 2020 – Present
Monmouth, OR

- Managed cash flows of the organization from membership fees to annual events
- Coordinated with officers to organize weekly meetings and plan school events

Skills

- Financial need analysis, accounting and bookkeeping, financial statement and ratio analysis
- PC and Macintosh literate, MS Office applications, expert Excel user
- Fluent in Spanish and familiar with French

*Use qualifying
words to highlight
level of skill*

Creating a Resume Profile

The **profile** is a 2-3 sentence introduction that describes your best and most related qualifications specific to the position for which you are applying. It can include the specific job title and organization if you wish. To start, analyze the job description of the job for which you are applying, for required and desirable skills and qualifications. Target your profile (and resume) to those.

Example:

Recent Psychology graduate with experience in day care and mentoring at-risk youth; skilled in customer service and child care techniques and a dedicated team player who hopes to reach underserved populations; applying for the Family Advocate position at Mid Valley Mentors.

Create your own profile:

Fill in the blanks below to create your own profile.

Major college student/graduate or job title with **X years of** experience in **the industry or type of job experience**; skilled **in 3 skills that relate to the job**; seeking **job title you're applying for** position with **company name**.

The Profile is an alternative to the Objective, which traditionally tells the employer for which position you are applying. With the advent of online application, the Objective is usually redundant.

Creating an Achievement Statement

Action Verb + Example + Result = Accomplishment Statement

Under each position you have in your resume, list 3 – 5 bulleted accomplishment statements. These statements should explain **what you did in the position, how you did it, and the results of your actions.**

<p>Action Verb: Always begin a bullet point with an action verb. Use a variety of action verbs to show the variety of skills you have (<i>see list on next page</i>).</p>	<p>Example: Giving specifics will make you unique and stand out to employers.</p>	<p>Result: State what you achieved from your example; what was the purpose of you doing what you did?</p>
<p>Average Bullet Point with Action Verb: Tutored an eighth grade student</p>	<p>Better Bullet Point with Action Verb and Example: Tutored an eighth grade student in pre-algebra</p>	<p>Perfect Accomplishment Statement with Action Verb, Example, and Result: Tutored an eighth grade student in pre-algebra, using teacher's curriculum to raise her grade from a C to a B+ over the course of a year</p>

List of Transferable Skills and Action Verbs

<u>Communication/</u>	Reported	Balanced	Simplified	Restored	<u>Research Skills</u>	Taught
<u>People Skills</u>	Resolved	Budgeted	Supplied	Reviewed	Analyzed	Tested
Addressed	Responded	Calculated	Supported	Scheduled	Clarified	Trained
Advertised	Solicited	Computed	Volunteered	Secured	Collected	Transmitted
Arbitrated	Specified	Conserved		Selected	Compared	Tutored
Arranged	Spoke	Corrected	<u>Management/</u>	Streamlined	Conducted	
Articulated	Suggested	Determined	<u>Leadership Skills</u>	Strengthened	Critiqued	<u>Technical Skills</u>
Authored	Summarized	Developed	Administered	Supervised	Detected	Adapted
Clarified	Synthesized	Estimated	Analyzed	Terminated	Determined	Applied
Collaborated	Translated	Forecasted	Appointed		Diagnosed	Assembled
Communicated	Wrote	Managed	Approved	<u>Organizational</u>	Evaluated	Built
Composed		Marketed	Assigned	<u>Skills</u>	Examined	Calculated
Condensed	<u>Creative Skills</u>	Measured	Attained	Approved	Experimented	Computed
Conferred	Acted	Netted	Authorized	Arranged	Explored	Conserved
Consulted	Adapted	Planned	Chaired	Catalogued	Extracted	Constructed
Contacted	Began	Prepared	Considered	Categorized	Formulated	Converted
Conveyed	Combined	Programmed	Consolidated	Charted	Gathered	Debugged
Convinced	Composed	Projected	Contracted	Classified	Inspected	Designed
Corresponded	Conceptualized	Qualified	Controlled	Coded	Interviewed	Determined
Debated	Condensed	Reconciled	Converted	Collected	Invented	Developed
Defined	Created	Reduced	Coordinated	Compiled	Investigated	Engineered
Developed	Customized	Researched	Decided	Corrected	Located	Fabricated
Directed	Designed	Retrieved	Delegated	Corresponded	Measured	Fortified
Discussed	Developed		Developed	Distributed	Organized	Installed
Drafted	Directed	<u>Helping Skills</u>	Directed	Executed	Researched	Maintained
Edited	Displayed	Adapted	Eliminated	Filed	Reviewed	Operated
Elicited	Drew	Advocated	Emphasized	Generated	Searched	Overhauled
Enlisted	Entertained	Aided	Enforced	Incorporated	Solved	Printed
Explained	Established	Answered	Enhanced	Inspected	Summarized	Programmed
Expressed	Fashioned	Arranged	Established	Logged	Surveyed	Rectified
Formulated	Formulated	Assessed	Executed	Maintained	Systematized	Regulated
Furnished	Founded	Assisted	Generated	Monitored	Tested	Remodeled
Incorporated	Illustrated	Clarified	Handled	Obtained		Repaired
Influenced	Initiated	Coached	Headed	Operated	<u>Teaching Skills</u>	Replaced
Interacted	Instituted	Collaborated	Hired	Ordered	Adapted	Restored
Interpreted	Integrated	Contributed	Hosted	Organized	Advised	Solved
Interviewed	Introduced	Cooperated	Improved	Prepared	Clarified	Specialized
Involved	Invented	Counseled	Incorporated	Processed	Coached	Standardized
Joined	Modeled	Demonstrated	Increased	Provided	Communicated	Studied
Judged	Modified	Diagnosed	Initiated	Purchased	Conducted	Upgraded
Lectured	Originated	Educated	Inspected	Recorded	Coordinated	Utilized
Listened	Performed	Encouraged	Instituted	Registered	Critiqued	
Marketed	Photographed	Ensured	Led	Reserved	Developed	
Mediated	Planned	Expedited	Managed	Responded	Enabled	
Moderated	Revised	Facilitated	Merged	Reviewed	Encouraged	
Negotiated	Revitalized	Familiarized	Motivated	Routed	Evaluated	
Observed	Shaped	Furthered	Navigated	Scheduled	Explained	
Outlined	Solved	Guided	Organized	Screened	Facilitated	
Participated		Helped	Originated	Submitted	Focused	
Persuaded	<u>Data/Financial</u>	Insured	Overhauled	Supplied	Guided	
Presented	<u>Skills</u>	Intervened	Oversaw	Standardized	Individualized	
Promoted	Administered	Motivated	Planned	Systematized	Informed	
Proposed	Adjusted	Prevented	Presided	Updated	Instilled	
Publicized	Allocated	Provided	Prioritized	Validated	Instructed	
Reconciled	Analyzed	Referred	Produced	Verified	Motivated	
Recruited	Appraised	Rehabilitated	Recommended		Persuaded	

Formatting References

Purpose

The purpose of a reference sheet is to have a list of people who can verify and elaborate on your professional experience for a potential employer. Past employers, professors, and advisors are the best professional references to have listed.

ALWAYS contact your references before including them on a reference sheet. It is also a good idea to give them a copy of your resume and talk to them about the job you are seeking so they will know how to best represent you.

Do not include a "References available upon request" on your resume, as that is assumed.

What to Include:

- **Only submit your references if the application requires or if requested by the employer!**
- Your name and contact information (at top of page, same as your resume header)
- Your references' contact information and how they know you professionally, as listed below:

Example:

Header matches with resume for uniformity and professionalism

Name
-----Address-----
---Phone #---
---Email---
REFERENCES
Prefix, First name, Last name
Job Title
Place of employment
Address
City, State, Zip
Phone Number
E-mail Address
Context in which you know them
Next Reference Name
Job Title...

Address may not be needed

SOPHIA R. GONZALES
346 Commercial Street, Salem, OR 97301 sgonzales20@wou.edu (503)-555-5555
REFERENCES
Mr. Robert Kalowitz Executive Manager Maple Tree Productions 333 NW Birch Street Sisters, Oregon 9777 (541)-325-0098 rkalowitz@maplet.com Current supervisor
Mrs. Courtney Hageman

Why Do I Need A Cover Letter?

The reasons for a cover letter are many, including:

- To **inform** the employer what type of position you are seeking, and why you're interested in the position and the organization
- To **impress** the employer by showing you are an ideal candidate for the position by demonstrating your match with their requirements
- To **showcase** your knowledge about the company and why you would be an excellent addition to their team
- To **show** the employer how well you can communicate in writing
- To **compel** the employer to learn more about you by reading your resume

Helpful Tips:

- Address the letter to a specific individual, if for some reason you can't get this information by searching online or calling the company and requesting the name and title of the person responsible for hiring, you have a few options to choose from:

"Hiring Manager", "Selection Committee", or the title of the decision maker, e.g. "Director of Marketing"
- Write an attention getting introduction – remember you are trying to convince the reader to want to get to know you better, and ultimately hire you.
- State the position you are applying for, as well as relevant qualifications. Select specific experiences that are relevant to the job and discuss them. Make sure to expand on areas that your resume leaves open, and highlight why you are qualified.
- Tailor your letter to the needs of the company and the requirements of the position. How will the company benefit by hiring you? Avoid stating how the position will benefit you.
- Restate your contact information or your intention to contact them within a specified time period in your closing paragraph. If you say you are going to contact someone in a week, make sure to do so.
- Use the same stationary and header as your resume for your cover letter.

Do Not:

- Exceed more than one page
- Address your letter with "To whom it may concern"
- State "As you can see from my resume"
- Narrate all of your life-long dreams and ambitions
- Restate what is in your resume – this is your chance to expand on skills you can bring to the company
- Talk about what you will gain from the position

Cover Letter Outline

Your Name Here

Address, City, State Zip Code

Phone number | Professional email

Date

Contact Person's Name

Title

Company Name

Company Street Address

City, State, Zip Code

Dear Selection Committee,

First paragraph: State why you are writing: specify the position for which you are applying and whether you saw an advertisement or heard about the position or company through a referral or by reputation.

Second paragraph: Answer the question: "Why are you interested in this position and organization". Answer it from the perspective of the employer and what they are looking for in an ideal candidate. Briefly summarize why you are qualified for the position – use examples and specific accomplishments to show your skills and experience, strengths, and accomplishments and relate it back to how it will benefit the company. Highlight any special skills that make you a more valuable candidate (like your desire to help others, your extensive experience in X, Y, Z, or your interest in a related field or subject area).

Third paragraph (optional): Use this paragraph to reveal more about yourself, while still keeping it professional. If you are a career changer, tell how skills developed during your previous experience will be an asset to you in your new role (i.e. communication, management, organization). You can also state how and why you are interested in this line of work or career field. Remember, do not include your whole life story, just the relevant experiences that will help convey your passion and qualifications for this position.

Last paragraph: Express your sincerity, and once again summarize your top qualifications for this position. Conclude by thanking the reader and mention that you are looking forward to speaking with them further about how you can contribute to the company or department, and restating your contact information.

Sincerely,

Signature

Your typed, full name

Cover Letter Example

Ava Chung

555 Good Avenue, Eugene, OR 97333
achung20@wou.edu (503) 838-8432

November 26, 2022

Patricia Brown
Director, Family Healthy Living
555 Sweet Street
Eugene, OR 97401

Dear Ms. Brown,

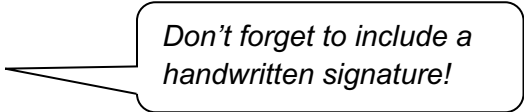
I am writing to express interest in the Child Protective Services Worker position. I found this position posted on Western Oregon University's Handshake website. I would be a perfect fit for this position because of my education, experience with assisting diverse populations, and my empathy and passion for helping others.

As a recent Community Health graduate, I have been preparing for just this kind of opportunity. As an intern at Polk County DHS, I gained experience in the field helping at-risk populations; low-income, abused, homeless, and culturally diverse. I want to continue to work with these populations because I care deeply about the welfare of children and families. My degree in Community Health Education taught me about social work, at-risk populations and family health, which would be beneficial to your team at FHL.

I am eager to work with an organization that strives to improve lives in the community; especially the well-being of children. I had the opportunity to job shadow two case managers in your office, last year, which fortified my interest in working for your agency. Growing up in Eugene has given me the knowledge of resources in the area, as well as a gage on what our community needs and expects from an organization like yours.

I am passionate about helping families and especially children in need, and I know that my drive, passion and dedication to your mission will make me an excellent addition to your team. I want to thank you for your time and interest, and am looking forward to hearing from you soon. You can contact me by email at achung20@wou.edu or by cell phone at (503) 838-8432.

Sincerely,
Ava Chung
Ava Chung



*Don't forget to include a
handwritten signature!*

Thank You Letters and E-Mails

A thank you letter or e-mail should always be sent after any type of interview. This letter should thank the interviewer(s) for their time and information and remind the interviewer of your interest in the position and the skills you have to offer. Thank you letters/e-mails should be sent promptly after the interview, and if possible within 24 hours, so the interviewer has the best chance of remembering you.

Sample Thank You Letter:

Jacob Chapman
1738 Main Street
Monmouth, OR 97361

August 19, 2022

Lauren Diaz, Head Recruiter
Dell Inc.
1350 North East Wicker Avenue
Roseburg, OR 97470

Addresses are not needed for e-mails

Dear Ms. Diaz,

Thank you for the opportunity to interview yesterday for the Sales Trainee Position. I enjoyed meeting you and learning more about Dell Inc. It was a pleasure learning about the innovative approach Dell has to sales and marketing.

The interview with you has confirmed my initial positive impression of Dell, and I want to reiterate my strong interest in working with you. My prior experience in tech industry sales, plus my training in communications would enable me to progress steadily through your training program and become a productive member of the sales team.

Again, thank you for your consideration. If you need any additional information, please feel free to contact me at (541) 705-6777.

Sincerely,
Jacob Chapman

Remember to include a signature if in letter format



Career Exploration Guide

Career exploration is a multi-faceted, active and dynamic process. You learn best by doing and talking with people, but there are also assessments and online resources that can be very helpful.

1. Identify your aspirations, interests, skills, personality and work values

There are many ways to identify these factors – you can start by reflecting on these types of questions to see if they point to interests and strengths:

What is my career fantasy? What is an example of a time I was in the zone – what was I doing? What are my hobbies? What are my favorite classes?

Consider taking a career assessment with a career counselor to learn more about your strengths, interests, values, and personality. The CPP offers two formal assessments, the Myers Briggs Type Indicator (MBTI) and the Strong Interest Inventory. Make an appointment with a career counselor on WolfLink/Handshake to see if these or other informal assessments would be helpful. There are also several free self-assessments that can help you in this process:

<http://www.wou.edu/professional-pathways/students/exploring-your-possibilities/assessments/>

My Strong Interest Inventory Results: _____

My MBTI Results: _____

2. Explore what you can do with different majors

- Learn more about WOU majors: <http://www.wou.edu/resources/student-resources/academics/>
- Visit “What Can I Do With A Major In . . . <https://uncw.edu/career/WhatCanIDoWithaMajorIn.html>

My top major choices: 1.) _____ Why? _____

2.) _____ Why? _____

3. Research Occupations

Research job duties, tasks, education requirements, salary, and job outlook on **O*NET** <https://www.onetonline.org/> and **Occupational Outlook Handbook** <https://www.bls.gov/ooh/>

Occupations that interest me:

Job Title 1: _____ Education required: _____

Job outlook/growth _____ Average salary: _____

I like this occupation because: _____

Job Title 2: _____ Education required: _____

Job outlook/growth _____ Average salary: _____

I like this occupation because: _____

4. Explore through Experience

Nothing beats experience when exploring careers – first you do, then you know! These are ways you can gain experience while at WOU:

- Volunteer <http://www.wou.edu/professional-pathways/volunteer/> or participate in WOU Alternative Break team <http://www.wou.edu/professional-pathways/ab/>
- Participate in an Internship <http://www.wou.edu/professional-pathways/internships/>
- Work at a part-time job while at WOU – visit WolfLink on your Portal to find listed opportunities
- Get involved with a student organization on campus <https://wou.edu/student-engagement/leadership/student-organizations/>
- Job shadow - contact a WOU Alum Mentor on WolfLink
- Participate in an Undergraduate Research experience <http://www.wou.edu/pure/students/>

5. Find sample job postings

Job listings show you what a job entails and what employers require of qualified applicants. Use WolfLink, or search sites such as indeed.com, LinkedIn, Mac’s List, Oregon Employment Department <https://www.qualityinfo.org/>, etc.

Job Title 1. _____ Employer: _____

Requirements I meet: _____ don’t meet _____

I like this job because: _____

Job Title 2. _____ Employer: _____

Requirements I meet: _____ don’t meet _____

I like this job because: _____

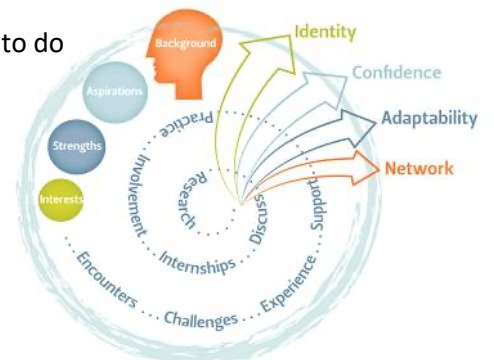
6. Ask the Experts

- Get advice from faculty and current students in your academic department of interest
- Arrange Informational Interviews with professionals in occupations of interest (Link)
- Connect with a WOU Alumni Mentor on WolfLink <http://www.wou.edu/wolflink/>
- Attend CPP networking events, career fairs, employer and grad school information sessions – look for upcoming events on WolfLink <http://www.wou.edu/wolflink/>
- Use LinkedIn to find and connect with professionals in your fields of interest
- 3 people I would like to ask for information: _____, _____, _____
- 3 events I could attend at WOU or in the community _____, _____, _____

Career management requires:

- Awareness of who you are, where you came from and what you can and like to do
- Confidence in pursuing your goals
- Adaptability in the face of change
- A network of people for support

You gain these through experiences and engagement with people and the community.



Job and Internship Search Checklist

The job and internship search can feel overwhelming, so it's helpful to break it into manageable steps. The good news is you don't have to do every step in order. For example, you can start working on your resume before you identify what you want to do. Speak to an CPP Career Counselor (CC) if you would like assistance with any of the steps. Use this checklist as a guide as you go through the various stages of career development and as you begin your internship or job search.

Step 1: Know yourself

- I have identified my personal strengths, skills, interests, and values (CC, assessments)
- I have made a list of possible job titles/fields of interest (CC, web resources)
- I can name two or three careers/jobs I plan to pursue

Step 2: Know where you want to work

- I have researched organizations or companies that might hire someone with my skills, interests, and background (web resources, informational interviewing, CC, volunteering, interning)
- I have analyzed desired qualifications in my field and know what employers are looking for (job listings, informational interviews)
- I have researched potential career fields: typical entry-level jobs, typical salaries, best geographic location for jobs, etc. (CC labor market information websites, books, newspapers, info. Interviews)
- I have identified the top three geographic areas where I'd like to live and work
- I have identified 10 potential employers for the type of work I'm seeking

Step 3: Get ready for the search

- I have had my resume and cover letter(s) reviewed by a professional in the field or a staff member in CPP (make an appointment or drop in for 15 min. appointments from 9 a.m. to 4 p.m. Monday - Friday)
- I have prepared a portfolio or work samples to highlight my experience, skills, and talent
- I have developed my "30-second speech" for short encounters with employers (CC)
- I have identified three individuals who will serve as references
- I have developed my interview skills (CC, books, web resources)
- I have prepared for interviews by practicing my responses to typical questions and/or doing a mock interview (CC)
- I have an interview suit that is appropriate for the field in which I plan to work
- I have a professional-sounding answering machine/voice mail message in case an employer calls
- I have a neutral/professional e-mail address to give to employers

Step 4: Start searching

- I have updated my profile and uploaded my resume on WolfLink/Handshake (on WOU Portal)
- I regularly check WolfLink/Handshake for career opportunities and I read links sent to me by my department. I read the appropriate job-search resources for my field(s) of interest
- I have a system for keeping track of my contacts, interviews, and other job-search activities (CC)
- I follow up on every interesting job lead immediately
- I have developed a list of potential networking contacts and keep in touch with them (CC and everyone you know)
- I keep a copy of my resume next to my phone in case I receive a call from an employer
- I follow-up each cover letter with a phone call or e-mail to the employer requesting a job interview
- I send thank you letters or e-mails to every person who interviews me

CAREER GUIDE

Center for Professional Pathways



Find a Job or Internship on WolfLink

Log in to your portal. Click the wolf logo button at the top of your page. First-time users will need to activate an account and complete a profile. Search for jobs and apply for those that interest you.

To help yourself stand out and get noticed, have CPP review your résumé to make it career ready. Your success using WolfLink is determined by you—create a profile to fit your needs, and update your profile on a regular basis to make the site evolve to suit you.



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