CAREER Preparation & JOB SEARCH GUIDE FOR SU STUDENT ATHLETES!

Salisbury UNIVERSITY CAREER SERVICES DIVISION OF STUDENT AFFAIRS Guerrieri University Center ROOM 133 (410) 543-6075 CareerServices@Salisbury.edu WWW.Salisbury.edu/CAREERSERVICES
EXPLORE YOUR FUTURE TODAY

CAREER SERVICES AT A GLANCE...

Services for Students and Alumni:
• Individual career planning and counseling
• Internship and job search assistance
• eRecruiting recruitment employer database
• On-campus interviews with over 150 employers
• Career, internship, and educators' job fairs
• Résumé and cover letter consultation
• Mock interviews
• Alumni Mentor database
• Credential services for education students and alumni
• Graduate and professional school application assistance

CAREER COUNSELING...

• 3 Counselors and a Grad Assistant to help you with any career-related issues
• Address plans for career success
• Identify career interests and clarify goals
• Overcome obstacles to career development
• Take career tests to assist with academic decision making

SPECIALIZED CAREER WORKSHOPS...

• Résumé Writing
• Interviewing
• Networking
• Job Searching
• Business Dining Etiquette
• Career Decision Making
• Careers for Specific Majors

CAREER RESOURCE CENTER...

• Career literature, SU Career Webpage, Focus, Strong Assessments, Computerized job interview program
• Major/degree-specific career guides, employer information, salary statistics
• Résumé walk-in hours, 8:00 - 4:00 pm, Fridays
• Computer lab for internship/job search and résumé/cover letter preparation
Career Preparation & Job Search for SU Student Athletes

Career preparation for student-athletes is no different than for non-athletes. Employers and graduate schools will judge you based on many criteria: your course of studies; grades; extra-curricular activities; work and volunteer experience; written and verbal communication skills; computer and foreign language skills; and evidence of leadership, initiative, and dedication. But because of the time constraints placed on student athletes and NCAA prohibitions against scholarship recipients working for pay, many student-athletes do not have as much work-related or community service experience as non-athletes. So on paper, many student-athletes do not look as qualified or "marketable" as non-athletes. But there are ways to "sell yourself" so that employers and graduate schools will know exactly what skills you have and what you have to offer. Career Services can help you – whether you’re a freshman, sophomore, junior, or senior. We’ll help you plan a career, gain relevant work experience, market yourself, and get a job or pursue graduate studies.

Develop a career plan, acquire jobs related to your major, create a resume, get a summer job or internship, and discuss graduate school or the job search. Run (don’t walk) to schedule an appointment with a Career Counselor.

Call 410-543-6076 or go to this website: https://careerservices.salisbury.edu/cgi-bin/odbic.exe/oasis-salisbury/student.htm

Career Decision Making
• Career Services can help you Select a Career. Because of NCAA restrictions on changing majors, this may be especially hard for student athletes. You might feel pressured to make a decision that you are uncertain about. Career Counselors can work with you to
  1) Clarify career interests, values and abilities,
  2) Explore interesting majors, and
  3) Identify the ideal career for you. This is accomplished through career testing and discussions with professional career counselors.

Internships & Summer Jobs
• Career Services counselors can help you obtain career-related experience as early as the summer of your freshman year. If you train or compete in sports over the summer, we may be able to help you find positions to accommodate your summer schedule. Career Services also sponsors Internship Fairs during the Fall and Spring semesters.

Career Preparation & Job Search Assistance
○ Career Services can help you plan a successful job search strategy, including:
○ How and where to apply for jobs
○ Part-time jobs and volunteer opportunities
○ Resume and cover letters
- Graduate school selection and application
- Interview and job fair preparation

► Don't know what to include or where to start? Don’t sweat - we’ll help
► View dozens of sample resumes at:
  http://www.salisbury.edu/careerservices/Students/resumes/default.html
► The purpose of a resume is to make an employer interested enough to want to learn more about you. It is a written summary of your personal history and qualifications for a particular job or type of employment.

Resume Sections

**Identification:** Include your name and both your temporary and permanent addresses and phone numbers. Indicate when you’ll be at each address. Have a “professional” email address:

**Good:** ChrisSmith@hotmail.com  
**Bad:** SoccerNut@gmail.com  
**Worst:** LoveGoddess@yahoo.com

**Career Objective:** This should be a statement of the kind of employment you are seeking. Be specific enough so prospective employers can see that you are genuinely interested in satisfying their employment needs.

**Excellent:** To obtain a position as a Human Resource Assistant at Lutheran General Hospital

**Good:** A position in the field of Human Resource Management

**Okay:** A position that will utilize my communication, organizational, and leadership skills

**Bad:** A challenging professional growth opportunity with an industry leader that will allow me to leverage my talents and capitalize on my exemplary leadership and interpersonal communication skills

**Worst:** A job that will let me pay off my student loans and gambling debts

**Education:** Include degree(s) received, names of schools (including city and state), graduation month and year, and major and minor. List the most recently attended institution first. Include GPA if over 3.0/4.0. You may want to include courses that are particularly relevant to the position to which you are applying.

**Experience:** List job title, name of company/organization, city, and state of employer or organization, and dates of employment (use months and years). Start with a verb and write a brief description of your duties and responsibilities. Mention any significant accomplishments and skills that you obtained. Bulleted items are better than paragraphs.

**Activities:** Emphasize activities that will enhance your image in the employer’s eye. This can include speaking to children’s groups, coaching, invitations to speak at your high school, PAWS (Providing Athletes With Support) participation, community service, and church-related activities.

**Honors/Awards:** List any and all you have received in college.
**Computer Skills:** Questionable—many employers expect the typical programs—only list if you have specific skills such as programming languages or current software programs. Do not include: Email, Netscape, Instant Messaging, Internet.

**Military Experience, Certificates or Licenses, Memberships, Affiliations and Clubs:** Include if applicable.

**Resume Guidelines**

- Don’t use resume templates – type your own resume on a blank Word document
- White or ivory 24 lb. paper, black ink. Set margins at about an inch all around
- Use only one font – Times New Roman, Arial, and Tahoma are good choices
- Use only one font size: 10, 10.5, 11, 11.5, or 12. Your name can be bold and 14 to 18 font
- Try to confine your resume to one page. If you have extensive work experience, try to limit it to two pages.
- Strive for clear and concise descriptions; don’t repeat the same verb over and over
- Avoid the first person “I” or “my”
- Do not include personal data on your resume (e.g., marital status, height, weight, gender, health status)
- Don’t send out a resume without having a Career Services counselor look at it first!

**The Student-Athlete Resume**

**Help Me – I Have Nothing To Put On My Resume!!**

Okay, okay – you’ve been so busy with athletics and classes that you just don’t have much to include on your resume. There are ways of dealing with this. As a student-athlete who has devoted thousands of hours to your sport, you may want to include a **Summary of Qualifications** that explains the amount of time required to participate in Division I athletics, and reveals some of the “transferable” traits and skills that you will apply to a job upon graduation.

**Examples:**

- Hard working team player with excellent leadership and technical skills. I will apply the same degree of diligence and dedication to a career in Sales that has allowed me to maintain good grades while devoting an average of 25 hours per week training and playing for a Division I women’s volleyball team.
- Student-athlete who devoted an average of 30 hours per week to training, practices, meetings, travel, and game competition while completing a challenging Psychology degree.
- A student-athlete who has excelled in Division I athletics while completing a challenging Economics curriculum in four years. Demonstrated leadership; teamwork, motivational and time management skills that I intend to apply to a career in Management.
- Student-athlete who devoted approximately 25-30 hours per week to training, conditioning, studying playbooks, meetings, travel, and games while attending Salisbury University on a full-time basis.
- A student athlete who achieved academic success in a challenging Business Administration program while excelling in Division III athletics. Demonstrated leadership, teamwork, and time management skills that I intend to apply to my position as a Retail Management Trainee.
If you don’t have enough work, volunteer, community service, or leadership experience to fill the page:

• Set your margins at 1.3” and use the maximum size font (12).
• Consider putting the Categories (Objective, Education, Experience, etc.) in a narrow left hand column, with the remaining content on a wider right hand column.
• In the Education section, include Relevant Courses that relate to the job to which you are applying.
• In the Experience section, include any experience in public speaking to the media or before groups of children, at camps, schools, etc.
• Include any coaching or training you did at sports camps. Emphasize communication, organizational, and motivational skills.
• Did your team perform any community service? If so, include it.
• Can you use three or more computer software programs? If so, include them under “Computer Skills.”
• If a captain or co-captain, describe responsibilities that demonstrate leadership and responsibility.
• In the Awards or Achievements section, include athletic or athlete-scholar awards, team captaincies, Player of the Week/Month awards, Most Inspirational, Most Improved, All-Conference awards, etc.
• High school achievements should be excluded, unless (a) they are so impressive or relevant to the position that you feel compelled to include them, or (b) you are absolutely desperate to fill the page.

Action Words for Resumes

When employers read resumes they look for words that precisely describe the writers’ accomplishments, because accomplishments predict potential. Avoid generalizations or overview statements. For example, “Assisted faculty with a wide variety of duties” is vague. “Researched labor law reports; graded papers for 50 junior level finance students; developed Visual Basic Software programs for classroom use” is specific. “Responsible for providing services for students with disabilities” is vague. “Recorded text books, coordinated campus orientations and tours, and acted as sight guide for visually impaired university students” is specific.

The Following is a Sampling of Action Words…

| achieved | cataloged | delivered | implemented | Modified |
| act | acquired | categorized | demonstrated | monitored |
| act | adapted | chaired | designed | motivated |
| act | addressed | charted | detailed | negotiated |
| act | adjusted | clarified | detected | observed |
| administered | classified | classified | determined | obtained |
| advertised | closed | developed | diagnosed | opened |
| advised | coached | directed | dispersed | operated |
| advocated | collaborated | dispensed | displayed | ordered |
| aided | collected | directed | distributed | organized |
| allocated | combined | drafted | drew | originated |
| analyzed | communicated | earned | edited | outlined |
| answered | compared | educated | enabled | overhauled |
| applied | completed | encouraged | emphasized | oversaw |
| appointed | composed | educated | ensured | participated |
| appraised | computed | educated | ensured | performed |
| approached | conceived | educated | ensured | persuaded |
| approved | conceptualized | educated | ensured | photographed |
| assisted | conducted | educated | ensured | planned |
| attained | coordinated | educated | ensured | proposed |
| customized | | | | |


Chris Smith  
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OBJECTIVE  A challenging position in sales and customer service

SUMMARY  
• Student-athlete who excelled in Division I athletics  
• Devoted an average of 30 hours per week to conditioning, practices, meetings, films, travel and game competitions  
• Demonstrated leadership, teamwork, and time management skills that I will apply to my business career

EDUCATION  
Bachelor of Arts  
Major: Exercise Science  
Overall GPA: 3.2/4.0  
Northern Illinois University, DeKalb, IL

Relevant Coursework  
Fundamentals of Oral Communication  
Interpersonal Communications  
Public Speaking  
Practical Writing

EXPERIENCE  
Team Captain, Women’s Soccer  
Aug 2003 - May 2005  
Salisbury University, Salisbury, MD  
• Achieved 100% attendance at practices and games for three consecutive years  
• Oversaw the smooth operation of the women’s gymnastics team  
• Met with coaching staff on an on-going basis to address issues regarding team cohesiveness; and adherence to team, SU, and NCAA Guidelines  
• Scouted high school talent; provided tours of campus and athletic facilities to prospective student-athletes and their parents  
• Assisted coaches with teammates’ stretching, conditioning, and nutrition guidance  
• Performed other duties assigned by Coaching Staff or Athletic Administrators  
• Learned and executed the policies and procedures governed by the NCAA

SKILLS  
• Microsoft Word, Excel, PowerPoint. Type 45 wpm  
• Strong public speaker: Conducted numerous presentations to school groups and gymnastic clubs on the importance of education, conditioning, and competition

ACTIVITIES  
• Participated in SU’s C.H.A.M.P.S Program for Student-Athletes  
• Attended meetings on such topics as sports betting, alcohol abuse, and career planning  
• Served as a positive role model to incoming athletes, offered suggestions and guidance regarding college life, and balancing academics and athletics
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OBJECTIVE
A position in the field of Sales or Marketing

EDUCATION
Bachelor of Arts
Major: Communication Arts-Emphasis: Organizational/Corporate Communication
Overall GPA: 3.1/4.0
Salisbury University, Salisbury, MD

PROFESSIONAL EXPERIENCE
Customer Service/Sales Representative, AT&T Broadband, Schaumburg, IL Summer 2005
• Handled customer inquiries concerning services and billing statements
• Created work orders for new and existing accounts
• Provided quality customer service for a high volume incoming call center

Interviewer, Public Opinion Laboratory, Salisbury University, Salisbury, MD Summer 2004
• Compiled and entered responses on computerized database
• Conducted phone surveys regarding public health concerns, medical visitations, and familiarity with local health services

Marketing Research Associate, Leo Burnett Co., Bloomingdale, IL, Summer 2003
• Conducted phone surveys for major corporations (McDonalds, Kraft Foods, Altoids)
• Entered responses on proprietary computerized database
• Gained first-hand knowledge of strategic market analysis to identify product growth
• Learned procedures for initiating improvements in marketing targeting consumers

ACTIVITIES/EVENTS
Social Chair, Pi Beta Fraternity, Salisbury University, Salisbury, MD Aug 2003 – Dec 2004
• Conducted social and recreational events with other student organizations
• Arranged volunteer activities for 12 members at a local homeless shelter

Chair, PAWS (Providing Athletes With Support), DeKalb, IL, Sept 2004 - May 2005
• Created and organized events for SU athletes: parades, fundraisers, social events
• Scheduled two motivational speakers

Volunteer, Newman Catholic Center, DeKalb, IL, Aug 2003 - Present
• Serve food to homeless during the holidays
• Assist with food and clothing drives

ATHLETICS
• Attended SU on athletic scholarship, 4 year member of Women’s Soccer Team
• Elected Captain by teammates and coaches two years, 2002, 2003
• Voted “Most Inspirational” Player by teammates, 2003

COMPUTER SKILLS
• MS Word, Works, PowerPoint, Excel, Access; Adobe Illustrator
Characteristics Employers Seek in Candidates

As you apply for jobs, you will find that many recruiters are more interested in your personal traits and accomplishments than in your major. On your resume, therefore, you want to describe activities (sports-related, jobs, internships, class projects, community service) that demonstrate the following skills and personal characteristics:

**Communication skills** that demonstrate solid verbal, written, and listening abilities. The capstone is presentation skills that include the ability to respond to questions and seriously critique presentation materials.

**Computer/Technical aptitude** based on the level required for the position being filled. Computer ability is now perceived as a core skill; right up there with reading, writing and mathematics. Basic skills expected include word processing (Word), a spreadsheet application (Access or Excel) and a presentation application (PowerPoint). Skills in web design (HTML, Front Page, Dream Weaver) or design programs (PageMaker, Illustrator, Printshop, Photoshop) are a plus.

**Leadership** involves the ability to take charge or relinquish control according to the needs of the organization. This is closely aligned with possessing management abilities.

**Teamwork** involves working cooperatively and collaboratively with different people while maintaining autonomous control over some projects. This is an especially appealing quality possessed by most student-athletes.

**Interpersonal abilities** that allow a person to relate to others, inspire others to participate, or mitigate conflict between co-workers.

**Critical thinking and problem solving** involves the ability to identify problems and their solutions by integrating information from a variety of sources and effectively weigh alternatives.

**Additional personal traits.** The shape of the above competencies are molded by a combination of personal traits. Specifically, candidates need to demonstrate intelligence and common sense; willingness to learn quickly and continuously; initiative and motivation; the ability to be flexible and adaptable in order to handle change and ambiguity; honesty and integrity; and the ability to plan and organize multiple tasks. One quality that most student-athletes have in excess is a strong work ethic. You should convey in resumes, letters, and interviews, just how hard working you have been while playing on a team and attending college full-time.
The Cover Letter & Reference Page

• View samples at: http://www.salisbury.edu/careerservices/Students/CoverLetters/default.html
• If the job you’re applying for requires specific skills that you possess and applied as an athlete (e.g., time management, multi-tasking, leadership, competitiveness, self-discipline, teamwork), emphasize these qualities in the cover letter.
• Your cover letter is a writing sample, so it is vital that it be neat, well written, and free of typos.
• Use the same letterhead, font and paper as the resume (24 pound bond, white or ivory paper).
• Tailor the cover letter for the position to which you are applying. Research the company and position prior to writing the cover letter. Refer to aspects of the company and/or position to which you are best suited.
• Create a separate reference list using the same letterhead, font and paper as the resume and cover letter. Only give it to the recruiter when it is requested. Avoid “personal references” (friends, family). Include employers, professors, administrators, and coaches who can speak to your work ethic, responsibility, intelligence and maturity.

How Do I Search for a Job?

The answer to this common question is very simple ………………… IT DEPENDS!
It depends on your career area. A job search for a nurse is very different than a public relations specialist. Or a police officer. Or a teacher. Journalists search for jobs differently than computer programmers. SU offers a large employer database called eRecruiting and Job/Internship Fairs. Also on our website, there are thousands of companies and job search websites. Newspapers contain classified ads, professional associations have recruitment events, and “networking” is often the best approach. Remember—it is who you know.

You should talk to a Career Services Career Counselor about the best job search strategy for you

What to Wear at a Job Interview & Job Fair

First impressions are crucial in an interview situation. The clothes you wear, your hairstyle, everything that a recruiter knows about you before you say hello – all are part of that important first impression. If you haven’t bought a suit yet and aren’t sure what to look for, get a knowledgeable friend or salesperson to help you choose a good quality, multi-seasonal, conservative business suit. Avoid salespeople who encourage you to select from “the latest styles.” How many suits will you need for your interviews? Probably just one.
Recruiters don’t expect you to have a large wardrobe, just an appropriate one, so don’t feel at a disadvantage if you have to wear the same suit to more than one interview with the same employer. You can vary the look of suit with a change of shirt or blouse (always spotless and wrinkle-free) and tie.

Hair - You don’t have to choose an ultra-conservative style that just isn’t you – but you do need to help the recruiter focus on you and what you’re saying rather than your haircut. Your hairstyle needs to “travel” well. Before most interviews you’ll be lucky if you have time to comb your hair much less attempt a major restoration. Women - lose those pretty hair bows; they just don’t work with a suit. If you need a barrette for a pulled-back style, choose a simple design in metal or tortoise-shell.

Shoes - Shine your shoes. Men - wing tips or brogues (shoes with laces) are preferable to slip-ons. Women – go with plain or moderately adorned low-heeled pumps. No sling-backs or open toes.

Socks & Stockings - Gentlemen – always wear dark dress socks that cover your legs when you sit down. Ladies - a color that is very different from your own skin color is usually a mistake. Your legs should be “leg colored.” Do not try to match your stockings to your suit. White stockings aren’t quite as bad as white socks on the guys - they’re just a mistake

Accessories - Nothing that jingles, glitters, or otherwise attracts attention (e.g., pinky rings, ankle bracelets, and over-sized earrings). Should a man wear an earring? Perhaps. But if he does, he should know that some recruiters will feel that an earring may not fit the company image. And cover those tattoos. If you carry
a portfolio, briefcase, or purse, it should look tidy and professional. If you have your book bag with you, leave it with the receptionist so you don’t have to lug it into your interview.

**Fragrance** - Many people are allergic to or bothered by strong scents. Hair styling potions are often heavily scented as well. Heavy fragrances may prompt your recruiter to cut your interview short.

**Other Things To Think About** - Makeup - simple, conservative, natural, professional. Fingernails – clean and tidy. Eyeglasses – clean. And attend to your personal hygiene – fresh breath, no body odor, and your clothes should not smell of cigarette smoke or spicy foods.

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**Considering a Career in Athletics/Sports Field?**

Student-athletes are represented in all SU majors and career fields. Some choose to pursue employment after getting their bachelor’s degree, while others elect to pursue graduate or professional school. But because so many student-athletes have extensive athletic experience and a love for sports, some pursue careers in athletics-related professions. In addition to teaching Physical Education (which requires a teaching certificate), examples include:

- **Sports Management** at the college, professional, or amateur level. This can include publicity, promotions, marketing, ticket sales, events coordination, sports statistics, and sports information.
- **Facilities Management** in natatoriums, tennis clubs, golf courses, country clubs, indoor sports facilities, skate rinks, arenas and stadiums, etc.
- **Sports Sales** as manufacturer’s representative, and in retail sales
- **Fitness Careers** in personal training, corporate fitness; weight training; aerobics and martial arts instruction; working at health clubs, YMCAs & YWCAs.
- **Recreation Careers**, including park districts, resorts & hotels, year-round summer camp administration.
- **Exercise Physiology** and **Athletic Training** at high schools, universities, professional teams, clinics, and hospitals.
- **Coaching** at the high school, college, or professional level; or in amateur clubs or leagues.
- **Additional Careers** including sports journalist, scout, agent, referee, and more.

**Information on Sports-Related Careers**

Visit the following **SU sports resources**:

- Sports & Recreation: Please visit the following website: [http://www.salisbury.edu/careerservices/Students/MajorsEmployers/Sports/SportsEmployers.html](http://www.salisbury.edu/careerservices/Students/MajorsEmployers/Sports/SportsEmployers.html)

- Examine books in the Career Resource Center (Guerrieri University Center, Room 133):
  - 10 Things Employers Want You to Learn in College
  - 101 Career Alternatives for Teachers
  - 101 Dynamite Questions to Ask @ Your Job Interview
  - 101 Grade A Resumes for Teachers
  - 101 Great Answers to the Toughest Interview Questions
  - 101 Great Answers to the Toughest Job Search Problems
  - 101 Great Resumes
  - 175 High Impact Resumes
  - 2500 Keywords to Get You Hired
  - 2500 Keywords to Get You Hired
  - 5 Steps to Professional Presence
  - Athletic Trainer
  - Career Portraits: Sports
  - Careers for Sports Nuts and Other Athletic Types
  - Careers in Focus: Sports
  - Careers in the Outdoors
  - Cover Letter Almanac
  - Cover Letters! Cover Letters!
  - Opportunities in Sports and Fitness Careers
  - Opportunities in Sports Medicine Careers
Sources for Finding Jobs-

Job Fairs
Prepare your resume, review the companies that are attending, meet with employers and submit your resume. Dates and locations are posted on the Career Services homepage. If you miss the SU Job Fair, you can still visit the Career Services website, examine the positions of interest, and submit a cover letter and resume to the contact person listed. Links to Job Fairs conducted elsewhere in the U.S. are available on the SU Career Services webpage.

Web Searches
Using such search engines as Google, Kartoo, and Metasearch, simply type in “Key Words” to locate job listings and regional job sites. For example: “Counseling Jobs Baltimore.”

Newspapers
Respond to posted advertisements. SU Career Services webpage contains links to U.S. newspapers - large and small.

Internet Job Search Sites
Post your resume and apply to on-line job listings. SU Career Services webpage contains hundreds of popular “megasites” (e.g., Monster, Hot Jobs, Career Builder, Yahoo Careers) and specialized sites (e.g., Journalism Jobs, Jobs in Sports, Hire Diversity, Social Service Jobs, Financial Jobs, Baltimore Jobs).

Research and Apply to Employers of Interest
• Visit Company Web and Job Sites. Apply directly to companies of interest via company job websites, job hotlines, or through the mail to the company’s Human Resource Department.
• Review company literature in the Career Services Resource Center
• Examine Employer, Business and Professional Directories and Company Annual Reports
• Read newspapers, magazines, journal articles, business and trade periodicals

Networking: Professional & Personal Contacts
Identify and contact everyone you know – Managers you worked for. Coaches. Teachers. Neighbors. Religious leaders. Family members. Everybody. Get their email addresses, and email them your resume along with a note about the type of work you’re interested in. Ask them to forward your resume to anyone they know who may be aware of interesting positions.

Job Alerts
All career related jobs that come through the Career Center are listed on our webpage. There are literally hundreds that are posted each semester.

Experience eRecruiting & Career Services Campus Recruiting
Register with eRecruiting, review jobs and employers who recruit at SU, submit your resume and apply for positions of interest. Interested employers review your materials and schedule on-campus interviews in the Guerrieri University Center.
The Focus & Strong Assessments/Tests

Self-assessment is about doing a realistic appraisal of yourself and is the starting point for career planning. While there is no "test" that can determine what you should "be," there are tools that can help you appraise yourself and find occupations and careers that fit with your characteristics. SU offers a variety of career exploration tools designed to help you assess your personal characteristics (e.g., interests, values, abilities) as they relate to occupations and fields of study.

Focus Enhanced
The Salisbury University Career Services is pleased to provide you with Focus Enhanced, a self-directed, online Career Self-Assessment Tool. Whether you are exploring majors or career paths, Focus Enhanced can help you begin your exploration. Features of the online Focus Enhanced Career & Education Planning System include:

- Analyzing your career planning status
- Assessing your interests, values and skills
- Searching for and analyzing occupations based on your interests and work values
- Searching for and analyzing occupations based on your education, training, and skills
- Searching for and analyzing occupations based on your personality type and life values
- Searching for and analyzing occupations based on type of work and education level
- Finding information for a specific occupation
- Determining your development needs

The Strong Interest Inventory
The Newly Revised Strong Interest Inventory is available on the internet and takes about 30 minutes to complete. This 291-item inventory matches your interests with the interests of people who have been in career fields at least three years and are at least satisfied with their work. You'll spend 30-45 minutes on the computer taking the inventory and then schedule a follow-up appointment with a qualified career counselor to talk with you about your results.
Our webpage provides extensive occupational and job search information. Designed for SU students and alumni - the webpage contains thousands of links, including:

- Occupational and professional information
- General and specialty job sites
- Company and industry information
- Salary surveys
- Job Fairs: local and national
- Newspaper help-wanted sections
- Chicago area and Illinois business and job links
- Government jobs
- Job sites for diverse populations
CAREER RESOURCE CENTER
Guerrieri University Center, room 133
Monday through Friday from 8:00 a.m. – 4:30 p.m.
One Evening Per Week- 8:00 a.m. – 6:30 p.m.

Do you need career decision making assistance or career information? Don’t know where to start? Visit the Career Center and a helpful staff member will provide a tour, show you printed and computerized resources, and (if desired) schedule you for an appointment with a career counselor.

The Career Center offers:
• Career staff who will critique your résumés and cover letters, answer your questions, and point you in the right direction
• Literature describing SU academic majors, job descriptions, graduate school programs, and more
• Resources for researching careers and jobs, and writing résumés and cover letters

VALUABLE CAREER RESOURCES FOR YOUR 4 YEARS AT SU

FRESHMAN YEAR
• Meet with your departmental academic advisor for course selection.
• Enroll in GENL 101 (New Student Experience) or GENL 110 (Career Planning). These classes focus on college adjustment and career decision making.
• Visit the Career Resource Center to read about occupations of interest.
• See SU Major WebLinks for information that may help you make important academic decisions.
• Unsure about your major or career goal? Schedule a career counseling appointment at Career Services.
• Talk to classmates, academic advisors, professors, and family members about careers and majors.
• Visit Career Services for part-time or temporary jobs.
• Visit the Career Center to also view on-campus jobs.

SOPHOMORE YEAR
• Review the preceding options.
• Explore internship and co-op opportunities on eRecruiting.
• Attend the Internship Fairs.
• Visit the Student Affairs Office to join one or more of SU’s 100+ student organizations.
• With your academic advisor’s help, select an appropriate major and perhaps a minor.
• Continue coursework and activities that will develop computer, leadership, and communication skills.

JUNIOR YEAR
• Get involved in student or volunteer organizations: Join committees, run for office, and assume leadership roles.
• Obtain career-related experience through internships or part-time jobs.
• Surf the Internet our website for information about careers, organizations, and companies of interest to you.
• Considering graduate school? Meet with your academic advisor or a Career Services career counselor.
• Consider taking GENL 110 (Career Planning), designed to prepare juniors and seniors for their job search.
• Continue to use Career Services’ eRecruiting job search program.
SENIOR YEAR

• Early in your senior year, schedule a career counseling appointment to review job search strategies.
• Attend Career Services workshops on résumé writing, interviewing and job search strategies, or schedule an appointment with a Career Services career counselor.
• Review the job search information available on the Career Services home page.
• Explore our webpage to research employers and find job posting links.
• Fine tune your communication, leadership, and computer skills via paid work experience, volunteerism, internships, and active involvement in student and community organizations.
• Watch your e-mail messages for job opportunities or career-related announcements from Career Services.
• Participate in Campus Recruiting.
• Attend job fairs.

GOOD LUCK TO ALL SU ATHLETES AND THANK YOU FOR REPRESENTING SU SO WELL!