Career Services 101

To find the career center for your major visit: www.career.umn.edu

Career counselors…
- Help students reduce anxiety by clarifying their academic, career and life goals.
- Support students in the exploration of major and career options.
- Guide students through the decision-making process through activities and conversations.
- Give students relevant resources and information on careers, majors and job/internship searching.
- Assist students in identifying their skills and strengths and teach students how to talk about these skills and strengths in resumes, cover letters and job interviews.
- Teach students how to “try out” careers and gain skills through jobs, internships and volunteering.
- Provide students with the tools needed to secure internships and full time jobs.
- Help students through the graduate and professional school application process.

What can I expect in a career counseling appointment?
- Appointments are scheduled for 30 minutes to one hour. The focus is on you, and your specific career goals or career development needs.
- We will ask you questions regarding your academic background, interests, goals, work and volunteer experiences.
- We will listen to you and help formulate goals and action plans based on your needs.
- We will be respectful of you and are genuinely willing to help.
- All appointments and contacts with a career counselor are confidential.

Career counselors can help you with your job and internship search by…
- Explaining career options for your major.
- Helping you identify your interests and strengths.
- Teaching you the most successful job search strategies for your field.
- Giving you feedback on your resume and cover letter to ensure you are best representing your skills.
- Teaching you common questions to expect in an interview and how to answer them.
- Practicing interviews with you and providing feedback before a real interview.
- Receive support for the graduate school application process

Possible Questions to Ask Your Career Counselor
- Could you tell me more about your services?
- I am not enjoying my classes and I am not sure if this is the right major for me.
- Could you give me information on starting a… (resume/cover letter/internship search/job search)?
- What are some career options for people with my major? What have some alumni done with my major?
- How much experience do I need before doing an internship? How should I prepare for an internship?
- What is the best way to find jobs/internships with in my major?
- What organizations hire interns or full-time employees from my major?
- I have a job interview coming up soon. What can I expect to be asked? How should I prepare?
- Can I study abroad and do an internship at the same time? How do I get an internship/job abroad?
- Why do people go to graduate school? Do I need a graduate degree? What is the application process?
- What is an informational interview?
- What should I be doing as a student to ensure I am able to get a good job after graduation?
- How can I get started on using GoldPASS/The Edge?
Career Checklist

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Years 1 and 2: Explore and Try Out Career Options

☐ Undecided? Make an appointment with a career counselor and/or take career tests to help you decide on a major or career.
☐ Decided on your major? Visit your career center resource library or web site to learn what careers you can pursue with your major.
☐ Join at least one student club or volunteer with a local organization. Employers prefer to hire students who are involved in leadership and volunteer activities. Visit www.sao.umn.edu for a list of student organizations or check out www.servicelearning.umn.edu or www.goldpass.umn.edu for volunteering options.
☐ Want or need a job on campus? Find one related to your major. For on-campus student jobs go to the U of M's listing at http://www1.umn.edu/ohr/studentemployment/index.html
☐ Create a resume and have it critiqued several times by a staff person in your career center.
☐ Job shadow or have a meeting with one person in your field to learn more about the career and day to day tasks of the job. Visit a career counselor for tips on how to find someone to visit.
☐ Get an internship, job or volunteer position to build your resume and gain first-hand experience in your field. Visit GoldPASS www.goldpass.umn.edu or if you are a Carlson Student The Edge www.carlsonschool.umn.edu/theedge to view current opportunities
☐ Start saving materials from jobs, internships and courses that you can later add to a professional portfolio that you can use in job interviews to show employers your skills and accomplishments.

Years 3 and 4: Gain Experience and Take Action

☐ Take a career course to learn how to effectively find jobs and internships in your major. To view a list of career courses check out http://www.career.umn.edu/career_courses.html
☐ Attend career fairs and networking events to meet employers and learn about job and internship options.
☐ Take leadership roles in clubs or student organizations; employer rank leadership as a key quality they seek in candidates.
☐ A professional association is a group of people who work in an industry that meet regularly for training, professional development and networking. Join at least one professional association in your career field to meet people in the industry and to learn about possible places to work. For help finding a professional association in your field, contact your career center.
☐ Remember, 50% of employers expect students to have 2 or more internships at the time of graduation. Continue to gain experience by securing an internship or part-time job related to your career goals. Visit GoldPASS www.goldpass.umn.edu or if you are a Carlson Student The Edge www.carlsonschool.umn.edu/theedge to view current opportunities.
☐ Develop a professional portfolio and practice using it effectively during interviews for internships.
☐ Consider graduate or professional school options and take national graduate school entrance exams, if needed. Meet with a career counselor for tips on finding programs and how to create a strong application.
☐ Schedule a 1 hour practice interview to improve and refine your interviewing skills.