



Preparing Students to reach employment destinations

What Employers Seek in College Grads

Communication Skills
(verbal & written)

Motivation/Initiative

Teamwork

Leadership

Computer Skills

Honesty & Integrity

Flexibility & Adaptability

Interpersonal Skills

Strong Work Ethic

Analytical Skills

Detail-oriented

Knowing one's personal values, skills, interests, and personality is fundamental to any wise career choice. So, too, is developing an understanding of the world of work to assist you in finding a place where your knowledge and gifts may be used.

The Center for Career Development engages students to become active participants in developing and implementing career plans and graduate/professional school pursuits, offering key programs, events and resources to guide you.

You are NOT your Major!

We often hear the question “what jobs are available for a _____ major?”

Two questions: who decides what jobs ‘fit’ within any particular field of study? And who’s to say the skills you are developing would not also be a benefit to you in other occupations?

The skills I am referring to are your **liberal arts**, or transferrable, skills. These are skills which employers seek, regardless of industry or occupation; they are NOT major specific. Some common transferrable skills are shown on the left column of this sheet; take a look and think of a few examples of how you’ve demonstrated and/or developed these qualities. If you’re having difficulty or are unsure what is meant, make an appointment with Career Services to talk about your experiences.

Our hope is that students begin thinking about what skills they have to offer vs. what jobs their major corresponds to. Then, think about what interests you. What are you passionate about? If you enjoy sports, what are all of the different aspects of the athletic world? Retail? Event management? Coaching? Merchandising? Administration? This is certainly not an exhaustive list, yet all of these areas likely have people in human resources, public relations, accounting, operations, sales, marketing, etc, etc, etc. And if you began asking all of those people, you may find backgrounds in business, English, psychology, music, French, history, etc, etc, etc.

The point is, your major is not the key to success – networking and experience is. If you are passionate about something, go out and find people who share those interests. Begin conducting informational interviews and/or shadowing; volunteer and inquire about internships to begin building experiences. Seek work within an industry that interests you so that you will be excited to work your way up. It may take some ‘thinking outside the box’ – but it’s worth it to find yourself working in a field you enjoy.

Bottom line, search for your passions, not for the job title you think ‘matches’ your major.

Resources & Services

Career Information

- Computerized guidance – FOCUS-2
- Testing resources
- Resource Library of books/pamphlets
- Career Services Blog (weekly) and Career Corner Newsletter (monthly)
- What Can I Do with this Major?

Career Shadowing

- Project CLOSE-UP

Employment and Internship Opportunities; Summer and Part-time Positions

- JobCenter
- Job Fairs/ Career Events/ Workshops
- Company Literature

Job Search Coaching

- Mock Interviews
- Resume & Cover Letter Critiques
- Job Search and Networking Basics

Graduate School Resources

- Testing & Study Guides

Career Planning Checklist for LVC Students

FIRST AND SOPHOMORE YEARS

Explore the possibilities. Educate yourself on the connection between your interests and potential careers or majors. Utilize key resources such as:

- FOCUS-2. A computer-assisted guidance instrument with assessment features.
- What Can I Do...? An online resource to help connect majors with careers.

Gather Information. Use printed, electronic, and people resources to assist you.

- Learn how to conduct informational interviews.
- Research majors at LVC.
- Participate in career events such as On the Porch, discipline-specific career fairs, and other career events to learn about industries, internships, and other experiential programs.
- Use the Occupational Outlook Handbook.

Connect with others. Begin to build a network of people early in your college career.

- Consult *Career Connections* mentors through your JobCenter account. These LVC alumni are willing and eager to “chat” with you and offer advice.
- Apply for Project CLOSE-UP, a career shadowing program for first year students.
- Speak with a career advisor for help on narrowing choices, defining career directions, obtaining suggested resources, and learning helpful strategies.

Start to build your professional profile.

- Sign on to JobCenter; Keep your profile current, stay informed; RSVP to career events.
- Get involved in campus clubs & organizations to begin developing work experience and good working habits and attitudes.

JUNIOR AND SENIOR YEARS

Gain experience.

- Develop professional skills and learn what it’s like to work in certain jobs/professions by consulting with mentors from Career Connections.
- Apply for internships or other part-time work that is related to your field.

Prepare for the transition to the world of work.

- Work on your communication and presentation skills; construct a strong resume and a convincing cover letter; practice your interviewing skills.
- Consult resources on job search planning such as Job Choices on-line magazines or Job Search Handbook for Educators
- Schedule appointments for resume critiques and mock interviews.
- Get to know the expectations of employers.

Plan for graduate school.

- Select schools that are a good fit and match.
- Pay attention to the recommended graduate school planning timeline.
- Take FREE on-line practice tests - GRE, LSAT, MCAT, GMAT, DAT - to better your exam scores.
- Prepare drafts of personal statements; seek advice and critiques of these essays.

Find employment.

- Utilize JobCenter to find opportunities, apply for internships & positions, and network with alumni.
- Attend career fairs, visit with table recruiters, participate in on-campus interviews and employer information sessions.
- Investigate job opportunities through our subscriptions to Bridge Worldwide Music Connection, Environmental Career Opportunities, Careers in Public Affairs, Internships-USA, as well as our Online Career/Job Information resources.
- Research employers; generate good questions for interviews.
- Choose professional references