



## YOU & Your Career Success

2019/2020

The **Office of Career & Professional Development Services at Simmons College of Kentucky** offers career services, career resources, career education, career assessment information, graduate and professional school resources and career coaching, as well as, professional development tools. These career services and career resources are designed to contribute to students and alumni career development, professional development, career planning, and career management goals for success and finding jobs.

All students are encouraged to begin early, freshman – senior year, and as alumni, to optimize use of the Office of Career Services. The Office of Career & Professional Development Services, its career resources and staff are available to assist you to explore, choose or change majors; find jobs including internship jobs; learn to write excellent resumes; prepare to interview successfully; and review tips on how to prepare early, excel academically and apply to graduate/professional schools (junior/senior year); and to create career and academic success plans to achieve your college and professional career and job success goals!

### Career & Success Planning

Career Services staff offer **Career Coaching** and can assist you to: explore and choose a major; review the many career options for majors; design your career and academic success plans to earn your degree and pursue your professional career goals.

### Exploring Majors & Careers

Exploring majors and careers encompasses **YOU**, focusing on **YOU**. Begin **TODAY**, to explore and determine your interests, values, skills, abilities and the majors and careers which both interest **YOU**, which you will excel and do your best work in, and are the best match for **YOU**. Career Assessments, Individual Career Advising/Career Coaching,

**What Can I Do With A Major In...**, and Career Presentations are among the excellent career resources and career tools you can utilize to explore and choose majors & careers.

### Resumes & Customized Resumes

Writing an excellent resume and customizing the resume to jobs you apply to, are essential in today's competitive, job market. Resumes are screened electronically for key words, skills sets & relevant experience, as outlined on the job ads. Always review excellent sample resumes and skills lists at ([www.resumegenius.com](http://www.resumegenius.com) [www.collegegrad.com](http://www.collegegrad.com) [monster.com](http://monster.com) [www.thebalancecareers.com](http://www.thebalancecareers.com))

### Remember: The Resume is written to generate the job interview. And, the Best Interview Lands the Job!

**All** students should write an excellent resume (freshman-senior), as well as, graduates/alumni.

### The Job Search & JOBS

Job listings are most often posted on major job listing websites and/or the company's job listings website. See hundreds of job listings on *LinkedIn*; *Indeed*; *CareerBuilder*; *SnagAJob*; *Simplyhired*; *Startwire*; *Ziprecruiter* *Louisvilleworks*; *Glassdoor* & more... Learn to strategically plan a job search, maximizing use of several job search strategies simultaneously.

### Internship JOBS

**Internship Jobs** related to academic majors and/or career interests offer excellent opportunities to gain career relevant experience and may possibly include academic credit. Contact the Office of Career Services & Academic Departments for details. Also see: [www.hbcuconnect.com/jobs](http://www.hbcuconnect.com/jobs)

### Interviewing Practice

Practicing early and often for job interviews in advance, is essential. Career resources are available which focus on interview success tips. (see: [www.themuse.com](http://www.themuse.com))

### Cover Letters & Job Search Correspondence

The Cover Letter and all Job Search

Correspondence must be impeccably perfect-See Career Services Resources

### Networking & Optimizing LinkedIn & LinkedIn JOBS

**Networking** and optimizing use of **LinkedIn** Networking & job listings, are among the most widely used job search strategies, you can learn to successfully use and fine tune.

### Career Events & JOB FAIRS

Annual Career & Job Fairs and scheduled career events, are available for recruiting employers to recruit students & alumni candidates for jobs.

### Career Presentations

SCKY Office of Career Services staff are available to customize career presentations for classes, seminars/workshops & groups.

### Graduate & Professional School

The Graduate/Professional School application process ideally begins early, (junior/senior year). Applying to graduate/professional school is very competitive. **Students should plan to excel academically freshman-senior year.** Apply to graduate/professional schools early, write excellent, compelling, personal statements and prepare for panel interviews. **Most Importantly, students should thoroughly prepare in advance for graduate/professional school exams (i.e. GRE, GMAT, LSAT, MCAT, PSAT).**



## 4 Year Student Career & Success Plan



### Freshman

- Excel Academically & Earn Your Best Grades (Freshman – Senior year)
- Maximize Your Use of *Career & Professional Development Services* career education, career services, resources & jobs
- Create, write down, and take specific action steps to accomplish your academic success & career success goals
- Get Involved on Campus & Take on Leadership Roles (Freshman-Senior)
- Use on-line Academic Success Resources (Freshman –Senior) [www.khanacademy.com](http://www.khanacademy.com) [www.learnu.com](http://www.learnu.com)
- **Review Simmons College OF Kentucky- Majors & Degree Programs and Explore and Choose A College Major**
- Review *What Can I Do With a Major In..* (to match majors to many career & job options) **Also, Take A Career Assessment**
- Write An Excellent Resume – Highlight Education, Skills Set/Skills Profile , Computer Skills & Relevant Experience

### Sophomore

- Excel Academically & Earn Your Best Grades
- Maximize Your Use of *Career & Professional Development Services* career education, career services, resources & jobs
- Explore Majors & Careers and Choose or Change Majors
- **Conduct 3-4 Informational Interviews with Faculty & Professionals Already Working in Career Fields of Interest to You**
- **Write An Excellent Resume (see sample resumes at: [www.resumegenius.com](http://www.resumegenius.com) [www.collegegrad.com/resumes/quickstart](http://www.collegegrad.com/resumes/quickstart)**
- Practice for Job Interviews and Review Interview Tips ([www.collegegrad.com](http://www.collegegrad.com) & google “*job choices digital edition*”)
- Consider Internship/Co-op Job Interests and Get Involved on Campus & Take on Leadership Roles
- **Explore Graduate/Professional School Interests & Programs -[www.graduateguide.com](http://www.graduateguide.com) [www.kaplan.com](http://www.kaplan.com) [www.usnews.com](http://www.usnews.com)**
- **Attend Career/Job Fairs (see tips: [www.collegegrad.com](http://www.collegegrad.com) [www.livecareer.com](http://www.livecareer.com) [www.theinterviewguys.com](http://www.theinterviewguys.com) )**

### Junior

- Excel Academically & Earn Your Best Grades
- Maximize Your Use of *Career & Professional Development Services* career education, career services, resources & jobs
- **Write Excellent Resumes & Cover Letters and Practice for Interviews - [www.collegegrad.com](http://www.collegegrad.com)**
- Get **LinkedIn** – Create Your **LinkedIn** Profile & Optimize **LinkedIn** Professional Networking and Job Listings
- Apply to Internship/Co-op Jobs, and Get Involved on Campus & Take on Leadership Roles
- Gain Internship/Co-op Experience Related to Academic Major and Career Fields of Interest
- **Conduct 3-4 Informational Interviews with Faculty & Professionals Already Working in Career Fields of Interest to You**
- Review Graduate/Professional School Programs of Interest & Prepare Early for Graduate/Professional School Exams
- Apply to Graduate/Professional Schools
- **Attend Career/Job Fairs (see tips: [www.collegegrad.com](http://www.collegegrad.com) [www.livecareer.com](http://www.livecareer.com) [www.theinterviewguys.com](http://www.theinterviewguys.com) )**

### Senior

- Excel Academically & Earn Your Best Grades
- **Maximize Your Use of *Career & Professional Development Services* career education, career services, resources & jobs**
- **Write Excellent Resumes, Cover Letters and Job Search Correspondence**
- Get **LinkedIn** – Create Your **LinkedIn** Profile & Optimize Use of **LinkedIn** Professional Networking and Job Listings
- Practice for Job Interviews
- Apply to Graduate/Professional Schools & Practice for Graduate/Professional School Interviews
- **Conduct Successful Graduate/Professional School Interviews and Choose a Graduate/Professional School Offer!!!**
- Gain Internship/Co-op Experience Related to Major/Career Fields of Interest & Get Involved & Take Leadership Roles
- Apply for Jobs with Major Job Listing websites: CareerBuilder; **LinkedIn**; Indeed; ZipRecruiter; Glassdoor & more..)
- Attend Career/Job Fairs (see tips: [www.collegegrad.com](http://www.collegegrad.com) [www.livecareer.com](http://www.livecareer.com) [www.theinterviewguys.com](http://www.theinterviewguys.com) )
- Interview for Professional Jobs and Accept the Professional Job Offer Best for You !!!



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## **JOB LISTINGS WEBSITES**

### **INCLUDING *INTERNSHIP* OPPORTUNITIES**

### **ARE THE FOLLOWING & MANY MORE....**

[www.linkedin.com](http://www.linkedin.com)

[www.glassdoor.com](http://www.glassdoor.com)

[www.ziprecruiter.com](http://www.ziprecruiter.com)

[www.indeed.com](http://www.indeed.com)

[www.hbcuconnect.com/jobs](http://www.hbcuconnect.com/jobs)

[Student.go](http://Student.go) (\*A Missions Program of CBF)

[http://www.cbf.net/studentdotgo/](http://http://www.cbf.net/studentdotgo/)

[www.collegegrad.com](http://www.collegegrad.com)

[www.careerbuilder.com](http://www.careerbuilder.com)

[www.usajobs.gov](http://www.usajobs.gov)

[www.experience.com](http://www.experience.com)

[www.idealists.com](http://www.idealists.com)

[www.internships.com](http://www.internships.com)

[www.looksharp.com](http://www.looksharp.com)

[www.internqueen.com](http://www.internqueen.com)

[www.mediabistro.com](http://www.mediabistro.com)

**Internship** job opportunities are designed for students to gain work experience related to the academic major or career fields of interest. Ideally, internship jobs are paid experiences and include academic credit options (Contact both the Career Services Office and Academic Units for details on academic credit requirements for internships). **Internship** jobs are most often posted at college career centers; on-line at major job listings websites; and/or the companies'/organizations' job listings websites. Typically, college students begin to work in **Internship** jobs during the sophomore/junior year.

**Internship** jobs are quite competitive and often require a cumulative/overall gpa of at least 3.0 or better. So, **YOU**, should plan to excel academically freshman-senior year. **YOU**, can also optimize your use of academic success resources and tips including: [www.khanacademy.org](http://www.khanacademy.org) [www.prenhall.com/success](http://www.prenhall.com/success) [www.usnews.com](http://www.usnews.com) [www.scholarships.com](http://www.scholarships.com) [www.bestcollegereviews.com](http://www.bestcollegereviews.com) [www.learnu.org](http://www.learnu.org) and [www.edx.org](http://www.edx.org) (includes **free** on-line computer classes & more).

# ATTENTION!!!

**SIMMONS**  
COLLEGE OF KENTUCKY

## STUDENTS & ALUMNI get



Images source:www.bingimages.com

[www.linkedin.com](http://www.linkedin.com)

# TODAY!!!

## With Professional Networking & Jobs

**\*\*The world's largest professional network: 530+ million strong\*\***

### Connect. Find. Be Found.

Build your professional identity online and stay in touch with colleagues and classmates.

### Power Your Career.

Discover professional opportunities, business deals, and new ventures.

### Learn and Share.

Get the latest news, inspiration, and insights you need to be great at what you do.

**STEP 1:** To learn more about **LinkedIn** and how to get started with creating your account, visit LinkedIn at [www.linkedin.com](http://www.linkedin.com) and <https://university.linkedin.com/linkedin-for-students> Also, visit the Simmons College of Kentucky Office of Career & Professional Development Services , Parrish Hall, 3<sup>rd</sup> Floor.

**STEP 2: BEGIN TODAY!** Get started with maximizing your use of **LinkedIn** with best tips for your **LinkedIn** profile. Also, remember to project your best professional image and brand with your **LinkedIn** photo. (see: [www.linkedin.com](http://www.linkedin.com))

**Remember:** A SCKY Career Services Staff member can assist you to learn how to maximize your use of **LinkedIn**, in your job search for both professional networking and in finding jobs, ranging from internships to professional jobs.

*For more details on LinkedIn or an in-depth consultation, plan to schedule an appointment at the Simmons College of Kentucky Office of Career & Professional Development Services. Also, review and use often, the career services resources. For details on career services, career resources and jobs, including internship jobs, contact the Simmons College of Kentucky Office of Career & Professional Development Services, Parrish Hall, 3<sup>rd</sup> Floor | [www.simmonscollegeky.edu](http://www.simmonscollegeky.edu)*