

Career & Transfer Services Student Guide

FIRST YEAR

Explore Careers and Majors

- ☐ **Complete Career Assessments**
Career Coach and Pathful Explore® offer a variety of career assessments
- ☐ **Explore careers of interest**
Use Career Coach and Pathful Explore® to learn more about careers
- ☐ **Create an action plan for achieving major/career goal**
Meet with career advisor for assistance

Learn to Interview Successfully

- ☐ **Review common interview questions & career competencies**
- ☐ **Establish professional look**
Free professional clothing available via the Career Closet
- ☐ **Complete mock interview with career advisor**
Email careerservices@owens.edu or schedule appointment
- ☐ **Improve interview skills** using feedback from mock interview rubric

Sell Yourself via a Resumé and Cover Letter

- ☐ **Create resumé**
Resources include resumé templates & other documents on career website. Use resumé builder in Career Coach & Pathful Explore®
- ☐ **Create cover letter**
Resources include cover letter template and rubric on career website and cover letter builder in Pathful Explore®
- ☐ **Have resumé reviewed by career advisor**
Email careerservices@owens.edu or schedule appointment
- ☐ **Register on College Central Network and upload resumé**

Build Personal & Professional Network

- ☐ **Create LinkedIn profile**
- ☐ **Join Owens Community College-Career Services LinkedIn group**
- ☐ **Build LinkedIn network** and explore helpful tips and resources
- ☐ **Identify contacts** to serve as professional references
- ☐ **Consider student employment**



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(567) 661-2387 | careerservices@owens.edu | owens.edu/career

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SECOND YEAR

Gain Relevant Experience

- ☐ Pursue internship or co-op related to major/career
- ☐ Explore volunteer opportunities
- ☐ Consider student employment
- ☐ Apply for relevant positions on College Central Network

Transfer On for a Bachelor's Degree

- ☐ Attend Transfer Fair to explore transfer options
- ☐ Utilize Transferology to explore transfer options
- ☐ Pursue Express Program if applicable
- ☐ Contact transfer representatives at institutions of interest to gather information
- ☐ Review Ohio Guaranteed Transfer Pathways, Ohio Transfer 36, and Transfer Assurance Guides
- ☐ Visit Transfer Out website

Build Career Competencies

- ☐ Review list of career competencies
- ☐ Consume content on LinkedIn Learning related to career competencies.
- ☐ Get involved on campus
Student organizations, Honors Program, student ambassadors, and student life activities

Get Hired!

- ☐ Meet with career advisor for job search strategies
- ☐ Apply for positions on College Central Network
- ☐ Participate in Job Fair



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