

# Career & Transfer Services Student Guide

## FIRST YEAR

### *Explore Careers and Majors*

- Complete Career Assessments**  
Career Coach, Virtual Job Shadow, & Focus 2 offer a variety of career assessments
- Explore careers of interest**  
Use Career Coach, Virtual Job Shadow, & Focus 2 to learn more about careers
- Create an action plan for achieving major/career goal**  
Meet with [career advisor](#) for assistance

### *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](mailto:careerservices@owens.edu) or [schedule appointment](#)
  - Available via [Internship & Career Corner](#) or [PIE](#)
- Improve interview skills** using feedback from [mock interview](#)

### *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](#) & [Virtual Job Shadow](#)
- Create [cover letter](#)**  
Resources include [cover letter template](#) and [rubric](#) on career website and cover letter builder in [Virtual Job Shadow](#)
- Have [resumé reviewed by career advisor](#)**  
Email [careerservices@owens.edu](mailto: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](#)**

### Career & Transfer Services

(567) 661-2387 | [careerservices@owens.edu](mailto:careerservices@owens.edu) | [owens.edu/career](http://owens.edu/career)

**in** Owens Community College-Career Services  @OwensCareers and @OwensStudEmploy

Your Success Starts Here.



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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 Module, and Transfer Assurance Guides**

### *Build Career Competencies*

- Review list of career competencies**
- Complete "Am I Career Ready?" Assessment** in **Focus 2** and follow recommendations to improve career competences
- Get involved on campus**  
Student organizations, **Honors Program**, **student government**, 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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