

Career & Transfer Services Student Guide

FIRST YEAR

Explore Careers and Majors

- Complete Career Assessments**
Career Coach and Pathful offer a variety of career assessments
- Explore careers of interest**
Use Career Coach and Pathful 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 with a Résumé and Cover Letter

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

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 activities

Get Hired!

- Meet with career advisor** for job search strategies
- Apply for positions on **College Central Network**
- Participate in **Job Fair**
- Review and update **résumé** and **cover letter**



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