

CAREER NAVIGATOR

INTERSHIPS
pg. 16

RESUME
EXAMPLE
pg. 5

SOCIAL MEDIA
pg. 10



CAREER SERVICES



TABLE OF CONTENTS

About Career Services..... 1

Choosing a Major & Exploring Careers3

Job Application Materials

Building Your Resume..... 4

Resume Guidelines 5

Action Verbs for Your Resume..... 6

Curriculum Vitae..... 7

References | Cover Letter 8

Cover Letter Sample 9

Online Brand 10

Interviewing..... 12

Dress for Success | Professional Etiquette 13

Career Readiness 14

Preparing for Graduate or Professional School | Experiential Learning..... 15

Internships | International Student Support 16

Networking 17

Career Services – Career Readiness Badge Program..... 18

Resources..... 19



ABOUT CAREER SERVICES

CAREER SERVICES

The mission of Career Services at the University of West Georgia is to provide our students with the comprehensive resources needed to attain their professional career goals. Through collaboration with campus, employer and community partnerships, we help students and alumni by facilitating career development through career counseling, student employment, experiential learning and the job search process. We aim to educate and empower our students to be proactive in their lifetime academic and career success.



EMPLOYER RELATIONS

UWG Career Services Employer Relations team works with employers and graduate school recruiters to connect students and alumni to their successful futures. Employers post internships/jobs, attend various events, conduct information sessions, and meet candidates through on-campus interviews and recruitment tables. You can connect with these employers on campus and through your WolfWorks account.

STUDENT EMPLOYMENT

The mission of Student Employment, at the University of West Georgia, is to provide our students with the comprehensive resources needed to attain their professional career goals. Through collaboration with employer and community partnerships, we help students by facilitating career development through experiential learning and the job search process. We aim to educate and empower our students to be proactive in their lifetime career success.

WOLFWORKS

Wolfworks is an online recruitment system where students, alumni, and employers have access to full-time and part-time job postings, internships, and all Career Services events. Access WolfWorks at westga.edu/careerservices/wolfworks or follow the QR Code.





CHOOSING A MAJOR & EXPLORING CAREERS

DID YOU KNOW?

75-80% of college students change majors before graduating.

- Are you not sure of what to major in?
- Are you currently in a major that you are unhappy with or unsure of?
- Do you have a major that you love or are interested in, but don't know what type of employment opportunities are available to you?

If so, scheduling a career counseling appointment may be the best thing for you!

The goal of career counseling is for individuals to identify their strengths, values, personality traits, and skills as they relate to making decisions regarding major selection and career choice. In addition, individuals will be encouraged to explore different career paths and begin a journey of self-discovery. You will be provided with tools and resources to aide you in your career development.

The best way to get started is to take the Focus2 assessment to begin uncovering your traits and what makes you, you! Make sure to research the programs that you are interested in at **westga.edu/academics/programs** to discover if you would enjoy taking the classes required to complete the program. Once you find a field that you are interested in, you can register for and utilize Vault to explore "A Day In the Life" of a person in your chosen profession. Then make sure to reach out to us so we can get your first appointment scheduled! Visit **westga.edu/careerservices/student-populations** to access these resources.

MEET THE STAFF!

CAREER COUNSELOR: Not sure what you want to do? Come see our Career Counselor! The career counselor can assist you with identifying your values, strengths, talents, and skills in relation to finding the right job for you through the use of personality assessments, interest inventories, and career plans, among other approaches. Our career counselor can help you identify the best career path for you, along with giving you tips and strategies for landing your "dream job."

CAREER COACH: Ready to start reaching your career goals but need a little help to get there? Come see our Career Coach! Our Career Coach can assist you with honing your marketable skills, fine-tuning your resume and interviewing skills, and help you navigate the job search process or negotiating compensation. The Career Coach can also offer advice on building "your brand" to make yourself an attractive candidate to employers.

CAREER DEVELOPMENT SPECIALIST: Need help preparing for a job interview? Come see our Career Development Specialist to get your resume reviewed, practice a mock interview, or learn how to search for internships, externships, part-time and full-time jobs! The specialist can answer all your questions regarding job preparation from how to research a company beforehand, how to dress, and how to conduct yourself the day of your interview to help you land the position you want.

BUILDING YOUR RESUME

RESUME RULES:

- Focus on your relevant accomplishments, not everything you've ever done.
- Stick to black and white unless you are applying for a creative position (Marketing, Art, etc.).
- Don't use a template! They box you in, are often outdated, and don't help you stand out.
- Be concise. Be organized. Readers often just take a few seconds to see if you are a good fit.
- Use action verbs and keywords (often listed in the job description).
- Proofread, proofread, proofread! Get a few people to read over it to prevent any typos.

| WHAT CAN I PUT ON MY RESUME? | |
|----------------------------------|---|
| SECTION | WHAT IS THE EMPLOYER LOOKING FOR? |
| Header | Name & contact info |
| Profile/Summary | Highlighted skills & Experience |
| Education | Basic job requirements |
| Professional Experience | Capabilities, accomplishments, and job requirements |
| Relevant Courses | Non-job related knowledge/skills |
| Volunteering/Special Projects | Other relevant accomplishments & skills |
| Awards/Professional Affiliations | Your achievements beyond work |
| Technical Skills | Your ability to perform basic job tasks |

RESUME CHECKLIST:

OVERALL APPEARANCE

- Looks like a professional document and is pleasing to the eye
- Is an appropriate length, for most undergraduates this means one page
- Includes name and page number on all pages if document is two pages
- Page margins, font size, & type are appropriate (Font size 10-12, professional font, .5 to 1" margins)
- Is free of typos, spelling mistakes, and grammatical errors
- Bullet points, bolding, italics, and/or other highlighting are used consistently
- Categories are arranged in a logical order, presenting relevant information first

REFERENCES

- Resume does not include references' names or addresses (references are on a separate page)
- Resume does not say "References Available Upon Request"

For personalized assistance, we offer resume appointments and walk-in hours. Online appointments are available for all students and alumni. You must bring a printed copy of your resume with you. Contact us at careers@westga.edu or **678-839-6431** to make an appointment.

RESUME GUIDELINES

Resume should have consistent formatting throughout: aligned, uniform bullets, single-spacing with 10–12 pt font in body, margins between 0.5" and 1", no photographs, and no colors besides black.

Name at 14–18 pt font. Use a PROFESSIONAL or my.westga.edu email address.

NAME
City, ST Zip

For security purposes, do not include full mailing address. Just include city, state, & zip.

Do not use personal pronouns in the resume.

C: 555.123.4567

E: abcdefg@my.westga.edu

CAREER PROFILE

Can be thought of as a “mini” version of the cover letter. Presents an opportunity to display your transferable and soft skills effectively and summary of relevant experience. Ideal section to work key strengths into your resume and desired career goals. Usually about 3-5 sentences in length. Include foreign language proficiency if applicable.

EDUCATION

University Name, City, ST
Degree, Major (GPA/4.0)

Spell out degree program: “Bachelor of Arts in Psychology”. Do not list high school information (unless you’re a 1st-semester freshman” and only include colleges where degrees will be received. GPA if 3.0+

Semester Year

- Dean’s List: Semester Yr (Optional)
- Student Organization (Optional)
- Study Abroad (Optional)

EXPERIENCE

Company Name, City, ST
Title

Month Year – Present

- Include paid, unpaid, and internship experience in this section
- Accomplishment statements begin with action verbs
- They describe specifics of what you do/did at your job and should take up most of a line
- Try not to repeat action words, at least in same position
- Quantify accomplishments when possible with numbers and percentages

Company Name, City, ST
Title

Month Year – Present

- Don’t say what you were responsible for but highlight what you did and how you did it
- Do not use periods to end bullet statements
- Use appropriate tense (past for past jobs, present for current)
- Put consistent effort into bullets for all experiences, and use 3-5 bullets per experience

OTHER CATEGORIES (OPTIONAL)

Organization or Project Name
Semester Year

Section title based on what you choose to include (i.e. “Organizations”, etc.)

- This section could be for organizations, if you participate in 3 or more
- Could be course work or projects relevant to job applying for
- Other involvements (church service, tutoring, leadership, HS involvements for Freshmen ONLY)

ADDITIONAL INFORMATION

Volunteer experience: List organizations, separated by commas

List additional information that highlights your skills and background not included above.

Awards: Award with Month Year

Technology skills: Computer skills with proficiency (Microsoft Word, Excel, Access, PowerPoint, Adobe Illustrator, Dreamweaver)

ACTION VERBS FOR YOUR RESUME

Management/ Leadership Skills

administered
analyzed
appointed
approved
assigned
attained
authorized
chaired
considered
consolidated
contracted
controlled
converted
coordinated
decided
delegated
developed
directed
eliminated
emphasized
enforced
enhanced
established
executed
generated
handled
headed
hired
hosted
improved
incorporated
increased
initiated
inspected
instituted
led
managed

Communication/ People Skills

addressed
advertised
arbitrated
arranged
articulated
authored
clarified
collaborated
communicated
composed
condensed
conferred
consulted

contacted
conveyed
convinced
corresponded
debated
defined
described
developed
directed
discussed
drafted
edited
elicited
enlisted
explained
expressed
formulated
furnished
incorporated
influenced
interacted
interpreted
interviewed
involved
joined
judged
lectured
listened
marketed
mediated
moderated
negotiated
observed
outlined
participated
persuaded
presented
promoted

Research Skills

analyzed
clarified
collected compared
conducted
critiqued
detected
determined
diagnosed
evaluated
examined
experimented
explored
extracted
formulated
gathered

identified
inspected
interpreted
interviewed
invented
investigated
located
measured
organized
researched
searched
solved
summarized
surveyed
systematized
tested
Technical Skills
adapted
assembled
built
calculated
computed
conserved
constructed
converted
debugged
designed
determined
developed
engineered

Teaching Skills

adapted
advised
clarified
coached
communicated
conducted
coordinated
critiqued
developed
enabled
encouraged
evaluated
explained
facilitated
focused

Resumes & Professional Profiles

2 of 2
taught
tested
trained
transmitted

tutored
Financial/

Data Skills

administered
adjusted
allocated
analyzed
appraised
assessed
audited
balanced
calculated
computed
conserved
corrected
determined
developed
estimated
forecasted
managed
marketed
measured
planned
programmed
projected
reconciled
reduced
researched
retrieved
creative skills
acted
adapted
began
combined
conceptualized
condensed
created
customized
designed
developed
directed

Helping skills

adapted
advocated
aided
answered
arranged
assessed
assisted
cared for
clarified
coached
collaborated
contributed

cooperated
counseled
demonstrated
diagnosed
educated
encouraged
ensured
expedited
facilitated
familiarize
furthered
guided
helped
insured
intervened
motivated
provided
referred
rehabilitated
presented
resolved
simplified
supplied
supported
volunteered
Organization/
Detail Skills
approved
arranged
cataloged
categorized
charted
classified
coded
collected
compiled
corresponded
distributed
executed
filed
generated
implemented
incorporated
inspected
logged
maintained
monitored
obtained
operated
ordered
organized
prepared
processed
provided
purchased

CURRICULUM VITAE

WHAT IS A CV?

The terms Curriculum Vitae, Vita, or CV are used interchangeably to summarize educational history and academic and scholarly accomplishments. The layout of the CV is similar to that of a resume but places more emphasis on teaching and research experience, publications (books, articles, research papers, unpublished manuscripts, or book chapters), and academic honors and

awards. The use of a CV is preferred when applying for teaching or research opportunities, applying for fellowships or for further academic training. They are often also used by people in the arts or medical fields. Some research positions in industry may also prefer a CV since length is not a concern, which allows for completeness rather than brevity.

DIFFERENCES BETWEEN A CV AND A RESUME:

CURRICULUM VITAE:

- 2+ pages
- High level of detail (means “life’s work”)
- Covers full working career
- Doesn’t change for different positions
- Includes references

RESUME:

- 1 page preferred
- Goal is to stand out
- Adapted for each job posting
- Doesn’t have to include everything
- Highly customizable

WHAT CAN BE INCLUDED ON A CV?

- Name & Contact Information
- Overview of Education
- Academic & Related Employment
- Research Projects & Presentations
- Community Service & Volunteer Work
- Professional Memberships
- Organizations & Involvement

- Awards & Honors
- Technical & Language Skills
- Reference List

Tip: Check out your own professors’ CVs for examples. Many are listed on their profile page on the UWG website!

REFERENCES

Do I need references? Who should be my references?

When do I give them to the employer?

How will my references know what to say about me?

WHO ARE YOUR REFERENCES?

Ideal references should be able to speak about your work ethic and previous experience. Some examples include:

- Previous or current supervisors
- Coworkers
- Faculty
- Advisors/Mentors
- Coaches

Personal references should only be used as a last resort.

REFERENCE RULES:

- Keep references listed on a separate document, NOT your resume.
- Use the same header on your reference page as the one on your resume.
- Provide adequate contact information for each reference.
- Only provide your reference list when asked.
- Give your references time to prepare, provide them with a copy of your resume and a copy of the job description.
- Thank your references for their help!

INCLUDE FOR EACH REFERENCE:

- Name
- Title
- Company Name
- Email Address
- Phone Number

COVER LETTER

WHAT IS A COVER LETTER?

Cover letters are professional documents used to highlight your skills, values, and goals as they align with the position you are seeking.

Your letter should describe how your experiences will fulfill the job requirements.

Your cover letter should be customized for each job application. While resumes are about the facts, cover letters are where you can show the employer your communication skills and a little bit of your personality.

When creating your cover letter, make sure your design matches the design of your resume. Each document should look like they are coming from the same person.

We recommend sending a cover letter with each job application, unless instructions say otherwise. Don't miss out on an opportunity just because you wanted to save an extra 10 minutes!

Need help? Contact us at **careers@westga.edu** or **678-839-6431** to make an appointment.

COVER LETTER SAMPLE

NOTE: THIS EXAMPLE INCLUDES “OR” POSSIBILITIES AND AREAS THAT WILL CHANGE BASED ON NEEDS. IT SHOULD NEVER BE USED VERBATIM.*

Your Present Address

February 19, 2018 (always write out the date)

Ms. Jane Smith (*It's best to identify the actual Hiring Manager, if you cannot, simply put "Hiring Manager"*)

Title

Company Name

Company Address

City, ST 12345

Dear Ms. Smith:

1st SECTION GOALS: 1– Attract the attention of the employer and 2– demonstrate you have done your research on the company.

I'm very excited about the **(NAME THE POSITION)** at **(NAME THE COMPANY)** because: (e.g. this is an exceptional opportunity to work in a... and/or as a Marketing major I am seeking roles like this to utilize my skills and experiences... and/or I have a passion for Marketing that stems from... and/or Mr. John James suggested I contact you about employment opportunities). I am especially interested in working with your company because... (Insert your research from company website and LinkedIn...).

2nd SECTION: *ID the Job Responsibilities from the Job Description and provide examples, where you have excelled: (see examples)*

I believe I will exceed your expectations because of the experiences and skills I will bring to the position:

- **EVENT COORDINATION:** As the Events Chair for XYZ Group, I have planned exceptional events ranging in size from 20-100 guests with creative themes and excellent attendance.
- **SOCIAL MEDIA:** As the Social Media Chair for **(Company, Student Group or Volunteer Experience)** I worked to create brand awareness by updating social media sites, including...
- **WEBSITE DESIGN:** In my **(COURSE NAME: e.g. Information Systems...)** course, I worked with a team in creating a website for ABC Company to enhance its marketability.

3rd SECTION: I look forward to meeting your team and sharing a more in-depth explanation of how my experience can help **(COMPANY NAME)** achieve its goals **OR** I would appreciate the opportunity to speak with you regarding a career with **(COMPANY NAME)** **OR** I would like to meet with you to discuss how I would fit into your program **OR** it would be an honor to serve as an intern for **(COMPANY NAME)**.

Please contact me at **(YOUR EMAIL ADDRESS)** or at **555-555-5555** **OR** I will call your office later this week to schedule an appointment.

Thank you for your consideration and I look forward to hearing from you.

Sincerely,

Your Name Typed

Note: If this letter is mailed, you will need to sign your name above your typed name.

ONLINE BRAND

MANAGING YOUR VIRTUAL IDENTITY

Prospective employers and recruiters regularly visit social media sites to source candidates and learn more about potential hires they interview.

Utilize the guidelines on the following pages to proactively manage your virtual brand in order to advance your career. Invest the time necessary to develop, monitor, and enhance your virtual brand as it is a requirement for any professional who is actively or passively seeking employment.

PROFILES

Think of your profile as your on-line business card. It is important for your profile to convey a professional message about you as a potential employee. Review and edit any information which does not meet this standard.

FRIENDS

Keep in mind it is important to monitor the content on your friends' pages to whom you are linked. Review their profiles and any pictures they may post of you to determine if there is any inappropriate content you would like removed.

PRIVACY SETTINGS

Facebook in particular has been known to change the privacy settings often on user accounts. As a result, it is important for you to review these settings regularly to make sure only friends have access to view your profile.

MONITOR NEW INFORMATION

It is a good idea to use multiple search engines to find out what employers might be able to find if they search on your

name. If you find anything which could be detrimental you can look into having it removed.

GOOGLE SEARCH YOURSELF

Conduct a Google search on your name. Use a private browsing session to do this, to see what someone with no connection to you might see. Keep in mind that some employers can get through privacy settings.

FACEBOOK

This site has a more personal focus. However, many employers use the information you post to screen applicants. Employment has also been terminated as a result of this site. Use Facebook with caution, and monitor your privacy settings.

LINKEDIN

The focus of this site is professional networking and they have strict rules about how to use the system in order to connect with people. Learn how to leverage this site in order to expand your network. In addition, many employers are now posting jobs based on your profile so this could be a great tool if you are actively seeking employment.

EMAIL

Have a professional email address. Choose a host that avoids spam issues. For example, choose Gmail over Hotmail.

VOICEMAIL

Be sure the voicemail greeting on your phone is professional. Every form of communication sends a message to prospective employers.



INTERVIEWING

It is important for you to make a good first impression. However, interviews are not just how an employer evaluates candidates – it's an opportunity to find out if the company is the right fit for YOU!

BEFORE THE INTERVIEW:

1. Research the Company
2. Establish Your Brand
3. Know Types of Questions
4. Practice, Practice, Practice!

TYPES OF QUESTIONS:

- **Social:** What is your greatest strength?
- **Situational:** What would you do if...?
- **Simulation:** Describe or complete a specific task
- **Behavioral:** Tell me about a time when...

NEED PRACTICE BEFORE AN INTERVIEW?

Career Services offers assistance!

MOCK INTERVIEWS

Make an appointment to come in for an in-person mock interview, where you will dress as if for a real interview, be interviewed by our staff based on a job description of your choosing, and receive feedback that will help you improve your performance before your job interview.



INTERVIEW STREAM

The InterviewStream system offers students the chance to digitally record multiple practice interviews using a home

computer (equipped with a web-cam and updated software) or the available Apple or Android apps. Students can also access interview tips from professionals, select interview questions to practice, and e-mail completed interviews to Career Services professionals, professors, or employers. To log in, visit uwg.interviewstream.com.

INTERVIEW ETIQUETTE:

- Dress appropriately
- Bring extra resumes
- Smile and make eye contact
- Stay calm and composed

REMEMBER TO ASK QUESTIONS!

Have questions ready to ask the interviewer. Here are some examples of questions you may ask:

- Are there opportunities for professional development?
- How would you describe the team culture?
- Are there any specific challenges that the company is facing right now?

AFTER THE INTERVIEW:

- Take notes.
- Send a Thank You card or email.
- Wait patiently & follow-up later.

Need to know more? Visit westga.edu/careerservices/interviewing for more resources.

DRESS FOR SUCCESS

In a professional setting such as a job interview or a networking event...

MAKE SURE:

- Your clothes are solid, dark, or natural colors.
- Your suit jacket and pants or skirt are matching.
- You avoid stripes, bright prints, and loud colors.
- You have a well-groomed hairstyle.
- If you wear a skirt or a dress, make sure it is not too tight and it is knee-length when standing.

IN A MORE CASUAL BUSINESS SETTING:

- Jeans, shorts, and athletic wear are still not appropriate.
- Nice pants/slacks and a button-up shirt are ideal, as well as a professional dress or skirt.
- Ties are optional!
- If you're not sure what's appropriate, it's always okay to ask!

WOLFIE'S WARDROBE

If you need interview attire, visit Career Services in Row Hall. No need to return!



PROFESSIONAL ETIQUETTE

For interviews and on the job...

- Control the volume of your conversations. Use headphones if you want to listen to music.
- Leave the personal stuff at home.
- Avoid strong scents like perfume/ cologne or food.
- Don't engage in office drama.
- Keep your area clean and neat. Clean up after yourself in common areas (especially the break room and restroom).
- Take care of your personal hygiene.

CAREER READINESS

THE SKILLS YOU NEED FOR SUCCESS!

Employers think these Career Readiness skills are essential for new hires:



CRITICAL THINKING & PROBLEM SOLVING

Can you analyze data or use reasoning to make decisions? Can you demonstrate originality and innovation?



ORAL & WRITTEN COMMUNICATION

Are you comfortable with public speaking? Can you articulate your thoughts and ideas clearly? Do you know how to write a professional email?



TEAMWORK & COLLABORATION

Can you work with diverse groups of people and manage conflict maturely and effectively?



PROFESSIONALISM & WORK ETHIC

Do you demonstrate integrity and ethical behavior? Are you able to learn from your mistakes? Do you do great work instead of mediocre?



LEADERSHIP

Can you use your interpersonal skills to motivate other people? Can you organize and delegate work?



INFORMATION TECHNOLOGY

Can you use the appropriate technology to accomplish tasks?



CAREER MANAGEMENT

Are you able to identify areas necessary for professional growth? Can you navigate and explore job options and understand the steps to pursuing those opportunities?



GLOBAL & INTERCULTURAL FLUENCY

Do you demonstrate respect, openness, and inclusiveness for people from diverse cultures, races, ages, genders, sexual orientations, and religions?

PREPARING FOR GRADUATE OR PROFESSIONAL SCHOOL

Preparing for graduate school can be stressful if you don't have a plan. At Career Services, we want to help you create your plan. We have a handy graduate school checklist to put your goals in action. And we'll be there every step of the way!

HOW WE CAN HELP:

- Personal statement and resume/CV critiques
- Connecting you to programs with our Graduate School Fair
- Personalized appointments

Additional Resources: UWG Graduate School • 678-839-1394 • graduate@westga.edu
List of UWG Degrees and Programs • westga.edu/academics/programs

EXPERIENTIAL LEARNING

Experiential Learning is the process of acquiring knowledge and skills outside of the traditional academic setting, providing hands-on experiences and reflecting upon those experiences. Examples of experiential learning are listed below:

- An internship is a temporary position that provides an on-the-job learning experience for your career. They may be used for class credit depending on your academic department's requirements, can also be paid or unpaid learning experiences, and could last for up to 6 weeks or as long as a year.
- An externship provides a shorter experience related to your field of study. Externship opportunities offer a job shadowing experience, allowing you to view the day in the life of a professional in your preferred career path.
- A co-op enables you to receive career training in your field of study and provides you with in-depth work experience. While participating in a co-op, students would be learning in a professional organization while working full-time.

INTERNSHIPS

INTERNSHIPS

The best way to find a job is through networking, but it's important to look for jobs or internships on your own as well. Don't wait until the last minute (like after walking across the stage at graduation), because some companies have requirements and early deadlines. This also gives you options so that you can choose the best opportunity for you!

5 JOB & INTERNSHIP SEARCH STRATEGIES:

1. Create a brand
2. Organize your job search
3. Network
4. Create an awesome resume
5. Practice interviewing

Need help? Contact us at careers@westga.edu or **678-839-6431** to make an appointment.

INTERNATIONAL STUDENT SUPPORT

JOB AND INTERNSHIP SEARCHING TIPS FOR INTERNATIONAL STUDENTS:

It is important to get familiar with the career culture and special legal steps that are needed to gain post-graduation employment in the United States. The following tips are for information purposes only and are not a substitute for professional legal advice.

- **First, find out what type of visa you have.** F-1, J-1, Curriculum Practical Training (CPT), or Optional Practical Training (OPT)
- **Next, make sure your resume is up to date and markets your strengths, skills, and abilities.** U.S. resumes might be different from job search documents in your home country. They should not include a photo, your visa status, age, or marital status.
- **Develop a job search strategy.** Research opportunities and make an appointment with Career Services for assistance.
- **Don't forget to practice interviewing and learn any cultural differences between your home country and the United States.** Career Services offers in-person mock interviews and an online mock interview service, InterviewStream.

NETWORKING

Networking can be for your personal OR professional interests. It is the #1 way to find jobs! You already have a network, but now is a good time to expand it so that you may use it to build your career. Who is currently in your network, and how can they help you with your goals?

HAVE YOUR ELEVATOR SPEECH READY TO GO!

An elevator speech is a quick, 30-second introduction you would give to employers or other new members of your network. Describe who you are, your current status, and your goals (why you are speaking to them).

Hi, my name is _____. I am a sophomore at the University of West Georgia, studying Marketing. I have volunteered with the Boys and Girls Club throughout my first two years of college. I am interested in broadening my experience and I read that your company develops products for the _____ industry. I'd like to learn more about your company and any opportunities you may have.

Don't forget to work on your handshake! When meeting someone, shake their hand firmly but not too hard. Make eye contact and smile as you shake hands for about 3 seconds.



CAREER SERVICES – CAREER READINESS BADGE PROGRAM

The Career Services Department has established an interactive, digital badge program for you to learn, enhance, and share your professional skills. Our program highlights the skills employers value the most, identified by the National Association of Colleges and Employers. These competencies target important soft skills and represent a candidate that is intentional, self-aware, capable, and goal-driven. Entry into the program is automatic for all undergraduate University of West Georgia students and there is no application process.

The program is tiered into 4 levels with the completion of each level leading to a certificate and some great prizes:



BRONZE LEVEL

Complete your resume and create a Wolf Works account and you're in! 3 badges at the Bronze Level will earn you a Bronze Certificate and a UWG prize!



SILVER LEVEL

Attend a career fair or check out our many workshops! Complete 5 badges beyond the Bronze Level and you can earn your Silver Certificate and some awesome UWG swag!



GOLD LEVEL

You're on your way now! Have you found an internship? Have you ventured out on a Wolf Tour? 7 badges beyond the silver level will earn you a Gold Level Certificate and a prize that will help you along your professional path!



PLATINUM LEVEL

There is no such thing as an over achiever, only those that want to push their limits! Interested in engaging in research, studying abroad, or presenting

at a conference? If so, then this is for you. Just 10 badges beyond the Gold Level will earn you your Platinum Level Certificate and a great prize packages guaranteed to help you in your career (Think private networking opportunities with premier companies and organizations)!

Questions? Contact us at
careers@westga.edu or
678-839-6431.

RESOURCES

UWG RESOURCES

Career Services Website: westga.edu/careerservices

Career Services on Facebook: facebook.com/UWGCareerService

Career Services on Twitter: twitter.com/uwgcareer

Career Services on Instagram:

WolfWorks: westga.edu/careerservices/wolfworks

Advising Center: westga.edu/advising

Counseling Center: westga.edu/counseling

Center for Student Involvement: westga.edu/csi

Center for Adult Learners and Veterans: westga.edu/calv

Degrees and Programs: westga.edu/academics/programs

Financial Aid: westga.edu/finaid

Graduate School: westga.edu/gradstudies

UWG Cares: westga.edu/uwgcares

ADDITIONAL RESOURCES

Buzzfile: <https://bit.ly/2K2pdIh>

CNN Money's Cost of Living Tool: money.cnn.com/calculator/pf/cost-of-living

Glassdoor: glassdoor.com

LinkedIn: linkedin.com

O*NET: onetonline.org

Salary.com: salary.com

Team Georgia for State of Georgia Employees: team.georgia.gov

USA Jobs: usajobs.gov

Vault: westga.edu/careerservices/vault-online-library

Work For Good: workforgood.org

NOTES

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UWG Career Services

Row Hall, West Wing 3rd Floor

678-839-6431

careers@westga.edu

Monday – Friday, 8:00 a.m.–5:00 p.m.



@UWGCareerServices



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