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CAREER SERVICES
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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.

CAREER DEVELOPMENT
The UWG Career Services Career Development team is here to help you with all of your life planning needs. Make an appointment with us or attend some of our events for assistance with picking your major, identifying graduate programs, career exploration, and prepping for the application process from resume writing to interviewing skills. We also host employer panels to answer your questions about specific careers from the best majors and skills to have to go into a role and what salary you can expect.

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 campus and community partners, we help students obtain beneficial work experience and transferable skills to build upon their resumes, work ethic, and knowledge to apply for positions after college. We aim to educate and empower our students to be proactive in their lifetime 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.
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/COACH:
Not sure what you want to do or need help reaching your career goals? Come speak to one of our career coaches or counselors! They can assist you with identifying your values, skills, and talents in relation to finding the right major and career for you. Through the use of assessments and goal-setting, they’ll help you discover your right path, plus fine-tune your skills to reach your goals from resume writing and interviewing skills to job hunting and salary negotiation.

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.

EXPERIENTIAL LEARNING SPECIALIST
Interested in on-the-job experiences? Come talk to our Experiential Learning Specialist! The Experiential Learning Specialist can assist you with finding internship, externship, and job shadowing opportunities throughout the school year. Use this opportunity to connect with employers and set the framework for your chance at a full-time position when you graduate. This is a great way to learn more about your field of interest, expand your skill set, and see if the job is right for you.
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?

<table>
<thead>
<tr>
<th>SECTION</th>
<th>WHAT IS THE EMPLOYER LOOKING FOR?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Header</td>
<td>Name &amp; contact info</td>
</tr>
<tr>
<td>Profile/Summary</td>
<td>Highlighted skills &amp; Experience</td>
</tr>
<tr>
<td>Education</td>
<td>Basic job requirements</td>
</tr>
<tr>
<td>Professional Experience</td>
<td>Capabilities, accomplishments, and job requirements</td>
</tr>
<tr>
<td>Relevant Courses</td>
<td>Non-job related knowledge/skills</td>
</tr>
<tr>
<td>Volunteering/Special Projects</td>
<td>Other relevant accomplishments &amp; skills</td>
</tr>
<tr>
<td>Awards/Professional Affiliations</td>
<td>Your achievements beyond work</td>
</tr>
<tr>
<td>Technical Skills</td>
<td>Your ability to perform basic job tasks</td>
</tr>
</tbody>
</table>

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
C: 555.123.4567
E: abcdefg@my.westga.edu

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

CAREER PROFILE

Do not use personal pronouns in the resume.

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

EXPERIENCE

Company Name, City, ST
Month Year – Present
Title
• 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
Month Year – Present
Title
• 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
• 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
Awards: Award with Month Year
Technology skills: Computer skills with proficiency (Microsoft Word, Excel, Access, PowerPoint, Adobe Illustrator, Dreamweaver)

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

For more examples, visit westga.edu/careerservices/resumes-cover-letters
**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
- 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
- identified
- inspected
- interpreted
- interviewed
- invented
- investigated
- located
- measured
- organized
- researched
- searched
- solved
- summarized
- surveyed
- systematized
- tested

### 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
- 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
- tutored

### 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

### Technical Skills
- adapted
- assembled
- built
- calculated
- computed
- conserved
- corrected
- converted
- debugged
designed
determined
developed
engineered

### Teaching Skills
- adapted
- advised
- clarified
- coached
- communicated
- conducted
- critiqued
- coordinated
- created
- customized
- designed
- developed
- directed
- tutored

### 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
- organized
- prepared
- processed
- provided
- purchased
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!

Need help? Contact us at careers@westga.edu or 678-839-6431 to make an appointment. For examples, visit westga.edu/careerservices/resumes-cover-letters
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.
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.

For more examples, visit westga.edu/careerservices/resumes-cover-letters
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!

INTERVIEW ADVICE

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

INTERVIEW ETIQUETTE
• Dress appropriately
• Bring extra resumes
• Smile and make eye contact
• Stay calm and composed

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...

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 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.

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 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

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 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.
WHAT IS WOLF WORKS?
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.

WHAT CAN I DO ON WOLF WORKS?
• Build your own profile (similar to LinkedIn)
• Publish your profile for employers to view
• Hunt for jobs and internships (postings are updated weekly)
• Submit your resume for review by our staff
• Use the mock interview tool
• Schedule appointments with Career Services staff
• View career-related articles on the Resources and Document Library tabs
• Find recordings of some of our employer panel sessions and our summer professional development series
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: instagram.com/uwgcareer
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
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
Work For Good: workforgood.org