Career Preparation and Readiness:

Whether exploring one’s career options or looking for a job or an internship, the Office of Career Services (located in A1120) is a resource center offering a wide range of services available to currently enrolled students and alumni free of charge. In addition to direct services, our website (www.govst.edu/careerservices) provides links to sample correspondence materials, as well as links to many other useful internet resources.

Resources and Services for Students:

- Individual career counseling sessions
- Internship and job search strategies
- Interest inventories and personality assessments for career exploration
- Resume and cover letter critiquing
- Mock interviews
- Jobs for Jaguars, online job database for on and off-campus employment
- Four Year Career Compass (Career Development Model)
- Web links to career resources, such as Kuder Journey and What Can I Do With This Major?
- Bulletin boards located on campus displaying current career and internship openings
- Information on upcoming career fairs and events hosted by the Office of Career Services as well as in the surrounding communities
- Hard copy materials in the office and electronic resources and guides on our website
- Career Resources section located in the University Library for conducting career exploration and job search research
Programming Ideas for Faculty:
In-class presentation requests are asked to be submitted at least three weeks in advance, and/or prior to the start of the semester if possible.

- Customized presentations/workshops based on resume and cover letter writing, interviewing techniques, job search strategies, internship preparation, etc. (Presentations typically are 45 minutes per topic, plus additional time for Q/A)
- Group resume “speed critiques” in the classroom, with multiple counselors available to assist

Programming Opportunities:
The following reflects planned programs and events that are confirmed, or in progress.

- Every Tuesday and Thursday, **Walk-In Open Hour**, 3:30-4:30pm, A1120
- Thursday, August 20, **Resume Lab for Student Employment Fair**, 3-5pm, D2430C
- Wednesday, August 26, **Student Employment Job Fair**, 3-6pm, Hall of Governors
- October 6-8, **Professional Image and Career Conference**, Locations and Schedule: TBA
  - Presentations will include:
    - Tapping into the Entrepreneur Within
    - Resources for Individuals with Disabilities
    - Job Search Strategies for International Students
    - Interviewing Like a S.T.A.R.
    - Rainbow of Opportunities: Resources for LGBTQ Job Seekers
    - Internship 101: Get the Experience You Need
    - Enhance your Degree with a Certification (for Human Service Professionals)
- Monday, November 2, **Student Teacher Workshop**, 3-4:30pm, B2200
- Tuesday, November 17, **Career Fair Prep and Resume Lab**, 2-4pm, Location: TBA
- Tuesday, November 24, **Health & Human Services Career and Internship Fair**, 2-5pm, Center for Performing Arts
- Thursday, February 18, **Interviewing Like a S.T.A.R.**, Time: TBA, Prairie Place Residence Hall
- Thursday, March 10, **Getting the Best Out of Career Fairs**, 3-4pm, B2200
- Tuesday, March 23, **Professional Etiquette Dinner**, 4:30-7pm, Location: TBA
- Monday, April 4, **Career Fair Prep and Resume Lab**, 2:30-4:30pm, Location: TBA
- Thursday, April 14, **Spring Career and Internship Fair**, 2-5pm, Hall of Governors, Center for Performing Arts and Engbretson Hall
- Thursday, April 21, **Job Search Strategies in a High Tech World**, 3:30-4:15pm, Location: TBA