

Stafford Campus Career Services

Let Career Services help you follow your dreams. Career Services can help all degree-seeking students, whether you are just starting a new career or are an experienced professional, with these topics and much more.

CAREER PREPARATION

Career Services offers scheduled individual appointments and distance career counseling to help you with the following:

Résumés/Cover Letters

- Receive feedback in person on your draft résumés and cover letters.
- Email your résumé to casv@umw.edu for an electronic résumé review.

Interview Preparation

- Schedule a mock interview with an employer or a Career Services staff member to help you improve your interviewing skills.

Determining Options for Careers or Deciding on a Program

- Complete an on-line career assessment, which will generate a list of potential career choices.
- Read about potential careers utilizing the Career Services Library.
- Conduct informational interviews with Eagle Mentors, who volunteer to provide career information to UMW students.

Networking Opportunities

- Attend employer information sessions and career fairs.
- Participate in annual employer site visits.
- Contact an Eagle Mentor for career advice and employer information.

Handouts are available on career-related topics online and within our library.

PROGRAMS

Career Fairs

- Career Day each fall includes employers from both nonprofit and private sectors, as well as government.
- Employer Fair each spring includes the aforementioned types of employers as well as area school systems and is held at the Stafford campus.
- UMW students are invited to attend Diversity Career Day in Charlottesville each fall that attracts over 150 corporations, organizations, and government agencies searching for candidates with diverse backgrounds.
- Regional job fairs are publicized and updated continuously via the Career Services' website.

Northern Virginia Student/Alumni Networking Reception

- Opportunity to meet with alumni willing to share career-related information; co-sponsored by the Office of Alumni Relations.

Etiquette Dinner

- Annual opportunity to learn the fine art of dining in a professional business setting; co-sponsored by Dining Services on the Fredericksburg campus.

On-Campus Recruiting

- Participate in interviews at the Fredericksburg campus for full-time jobs with businesses, school districts, government agencies, and non-profit organizations.

Workshops

- Career Services offers workshops in the fall and spring on topics like résumé development, preparing for an interview, changing careers, and job search strategies.

ON-LINE RESOURCES

- *MyPlan*: Complete four computerized self-assessments resulting in career options.
- *Electronic Calendar of Events*: List of Career Services' workshops and programs.
- *Career guides for graduate and nontraditional students*: Including résumé information, preparing for an interview, negotiating salary and links to more than 100 career-related sites.
www.umw.edu/careerservices/cgps/

JOB SEARCHING RESOURCES

UMW Job Board: eRecruiting (www.erecruiting.com/)

- Search and apply for jobs listed from employers specifically interested in UMW students.
- Contact one of the 300 Eagle Mentors for career guidance or employer information.
- Create an electronic career portfolio to showcase your accomplishments and stand out in interviews.
- Review and register for upcoming events and programs on the Career Calendar.

Career Search

- Review database of over four million organizations that can be searched by type and location to identify organizations of interest; Funded by the Parents' Council.

PROFESSIONAL INTERNSHIP PROGRAM

The Professional Experiences and Networking Program (PEN) is a flexible adult student friendly program that offers qualified students the opportunity to earn academic credit and receive employment experience in areas of career interest. Schedule an appointment with an academic advisor by calling 540-286-8030 for more information.

Professional internships may be identified in the following ways:

- Review the listing of the internship assignments maintained by the Office of Academic Services at the College of Graduate and Professional Studies.
- Students may participate in an internship assignment with previous or current employer; however, the assignment or project must be different from regular work assignments.
- Employers may post announcements regarding available internships on the CGPS bulletin boards and the CGPS website.

CAREER DEVELOPMENT STAGES

EXPLORE: explore your academic interests, professional skills and abilities, and personal characteristics and values

- Attend appropriate workshops like *Changing Careers*
- Assess abilities, personality characteristics, interests, or values by scheduling a career counseling appointment or completing a career assessment test
- Review Career Services library and online resources for information on career interest

EXAMINE: examine your career readiness

- Attend a *Résumé Writing Workshop*, develop a résumé, and have it critiqued by a career counselor
- Brush up on professional business etiquette, by attending events like the *Business Etiquette Dinner* and the *Student/Alumni Career Networking Reception*
- Practice the art of interviewing by participating in a mock interview; put those skills to work by conducting informational interviews in different fields of interest

EXPERIENCE: participate in experiential opportunities

- Continue to explore career options through reading and conducting informational interviews
- Browse through the internship listings, and apply to intern in a field of interest
- Review the eRecruiting Eagle Mentors database to locate alumni to connect with and ask questions about your field
- Search for volunteer opportunities in your field of choice
- Work with a career counselor to add in-class experiences to your résumé and practice articulating class skills within interviews

IMPLEMENT: develop and implement a job search action plan

- Attend a *Job Search Strategies* workshop or schedule an individual appointment to discuss job search strategies
- Upload and publish your résumé on eRecruiting so employers may view it
- Identify and narrow career choice(s) using help from Career Services
- Participate in on-campus recruiting through eRecruiting, and continue to attend Career Services networking events

FOR MORE INFORMATION CONTACT:

University of Mary Washington
Office of Career Services
Lee Hall, Room 308 (Fredericksburg campus)

540/654-1022
540/654-2442 (fax)

www.umw.edu/careerservices
casv@umw.edu

Stafford campus Career Services' resources are located in the Library, South building.