Plan ahead to maximize what you will accomplish during your first career prep appointment!

The Arts and Sciences Career Services Office uses the Career Clusters framework to guide students towards a career path that coincides with their interests, skills, and goals. Your advising session will be more productive if you review the career clusters beforehand. Learn more about career clusters at https://asccareerservices.osu.edu/guides/careerexploration/clusters. If undecided about which career cluster best matches your interests, consider using the following assessment tool: http://www.educationplanner.org/students/career-planning/find-careers/career-clusters.shtml

More specifically, a Career Prep Advisor will
- Assist you with identifying and considering how specific resume builders will support your career goals
- Suggest strategies aimed at enhancing your candidacy for opportunities
- Help you understand the selection process from the perspective of workplace learning sites
- Advise on a recommended timeline for conducting your search
- Assist with finding opportunities in geographic and/or career areas not included among the postings in FutureLink
- Coach you on enhancing your resume, creating a dynamic LinkedIn profile, and - if you have been asked to provide one - writing a cover letter
- Help you evaluate and articulate how a particular experience contributed to your skill set. This is a key step in preparation for interviewing for jobs during your senior year!

What should I bring to my appointment?

A lot of valuable information will be shared during your appointment. You are encouraged to come prepared to take notes and ask questions. It’s also helpful to the advisor if you’re able to provide a general idea of your career goals. Here is a list of recommended items to bring:

- Hard copy of your resume (and cover letter, if available)
- A list of your questions/concerns related to the search process
- A list of any steps you have already taken, such as applications you have submitted, or specific contacts you have made with recruiters at campus events.
- Paper and pen/pencil, or a laptop, to take notes about what is discussed
- Be prepared to share a general idea of your career objectives; e.g., are there particular companies or industry sectors that you feel would be a good fit for your career goals? The questions below will help you to set career objectives. (You don’t need to have an answer for each question, though!)

1. What occupational fields are you interested in?
2. What job functions/tasks would you like to do?
3. What work sector, if any, do you prefer (i.e., government, corporate, nonprofit)?
4. Where would you prefer to live?
5. What is your vision for your ideal life?
6. What would you like your career to look like in 2-5 years?
7. Do you have any special requirements for an experiential learning program such as geographic location, housing, pay?

Using your responses to the questions above, as well as your review of the career clusters, create your goal statement. See the following example for guidance. It doesn’t have to be perfect. Don’t forget to bring this along to your appointment!!
Goal Statement: ________________________________________________________________

_________________________________________________________________________________________

_________________________________________________________________________________________

_________________________________________________________________________________________

_________________________________________________________________________________________

_________________________________________________________________________________________

_________________________________________________________________________________________

_________________________________________________________________________________________

_________________________________________________________________________________________

_________________________________________________________________________________________

_________________________________________________________________________________________

_________________________________________________________________________________________

_________________________________________________________________________________________

_________________________________________________________________________________________

Sample Goal Statement: Interested in the Marketing, Sales, & Service Career Cluster, specifically marketing communications or marketing research. Position titles that interest me include Account Executive and Research Assistant. I’d like to work for a small, private company that provides market research for the retail or healthcare sectors. I’ve heard I can get course credit, but would like to learn more about that. I’ve been researching FutureLink and found several opportunities I’d like to discuss, and learn ways to find additional, similar opportunities. I plan to take a market research course next fall, so I expect what I learn in my internship will provide a lot of information for class participation. From what I’ve read about gaining employment in this area, it would be great if the internship gave me experience in survey design and social media planning.

I’m graduating this semester, is it too late to obtain an internship?

Most likely. In most cases, employers prefer to utilize sophomores and juniors for their internship opportunities. However, some employers - including the federal government - have “after college” internships. Ask about those opportunities during your career prep advising appointment.

If you have one semester remaining before graduation (e.g., it’s currently fall semester, and you graduate spring semester), then your internship options will be dependent upon recruiting timelines in your target industry and career cluster. Specifically, if your career interests involve working in the non-profit sector or for a small company, you’ll see internship postings in FutureLink to apply to. However, because those opportunities are limited, you may need to explore other ways to strengthen your resume (i.e., via a volunteer position, by studying abroad, by initiating and completing a community service project).

What do I do after the appointment?

After your appointment it’s possible you’ll feel encouraged because you’ll have valuable information and more direction. However, you may also feel a bit overwhelmed and not quite sure what to do next. Focus on the following action steps:

1. Review the material that was shared during the appointment.
2. Complete your profile in FutureLink if you haven’t already done so.
3. Set weekly goals for your search.
4. Follow through on any suggestions that were made, i.e., revise your resume, schedule a career assessment at the Career Counseling and Support Services office, arrange an informational interview.
5. Make additional appointments as needed with the career prep advisor.
6. Schedule a mock interview.
7. Continue or begin networking. (Don’t use internet job posting sites as your only method of identifying opportunities!) Create a profile on LinkedIn.
8. Check out the events listing at asccareerservices.osu.edu on a weekly basis to learn about on-campus and virtual career events.