

TWARDOWSKI CAREER DEVELOPMENT CENTER

WELCOME to the Twardowski Career Development Center



The staff of the Twardowski Career Development Center (TCDC) is committed to supporting your success by helping you identify career options, explore possibilities, and develop the skills necessary to secure a rewarding position.

The center provides a full range of career programs, resources, employment recruiting, and networking opportunities that give WCU graduates a competitive edge in the job market.

TCDC Staff

- Rebecca Ross, Director
- Preeti Singh, Associate Director
- Philip Tripp, Assistant Director
- Evelyn Doran, Recruiting Coordinator
- Krista Carstens, Staff Assistant

Twardowski Career Development Center
225 Lawrence Center

Web site: www.wcupa.edu/cdc
E-mail: cdc@wcupa.edu
Phone: 610-436-2501
Fax: 610-436-3160



Fall/Spring Hours:
Monday – Friday
8:00 a.m. – 4:30 p.m.

Summer Hours:
Monday – Friday
8:00 a.m. – 4:00 p.m.



Your Future Starts Now

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Individual Career Planning

Career planning is a lifelong process of learning about your interests, skills, and values; exploring options; making decisions; and implementing a plan to pursue a goal. As a student, you can take many steps each year to move closer to achieving your goals – the center is not for seniors only! For individual assistance with exploring majors and careers and developing job-search skills, call the office or stop by to schedule an appointment.

Where to Start

Assessment is the process of gathering information about what you enjoy (interests), what is important to you (values), and what you do well (skills). This information can help you choose a major and a career direction. **FOCUS** is an online program in which you can gain insight into majors and careers that are a good fit for you. **FOCUS** is available through the center's Web site, and you can use it as often as you need; we recommend you meet with a staff member to talk about what you learned the first time you use the program.



**WEST CHESTER UNIVERSITY
OF PENNSYLVANIA**

FOUR-YEAR ACTION PLAN

Whether you have first-year, sophomore, junior, or senior status, the Twardowski Career Development Center can be a resource for you. Consider these few points of direction, but keep in mind that every individual needs to create a *personal action plan* - so come and see us to get started **TODAY!**

Career Exploration

You can explore career options in a variety of ways:

- utilize books in the TCDC library that profile majors, occupations, and graduate study options;
- attend special programs featuring alumni and employer guest speakers;
- use extensive links on the center's Web site, including access to special industry guides, company research, and "day in the life" career profiles; and
- talk to alumni and other professionals for career advice and information.

Computers are available in the center to make your Internet research convenient. An entire section of the TCDC is a resource area for you to sit and read, study, and gather information.

Workshops and Events

The center offers workshops to help you learn how to write resumes, prepare for job interviews, conduct an effective job search, get ready for career fairs, and more. Special events bring alumni and employers to campus to talk about specific careers. Our online calendar of events lists these and many other events around campus that are relevant to building your career.

Resumes and Job-Search Skills

Writing a resume is a skill you can develop and perfect using the center's resources. To maximize the impression you make on employers, have your resume critiqued by uploading a copy into **College Central Network (CCN)** or by making an appointment. Staff members can assist you with improving other critical job-search skills such as writing effective cover letters and e-mails, networking, and interviewing.

1

FIRST-YEAR STUDENTS:

Gather information about yourself

- Identify interests, skills, personality, and values
- Use FOCUS online and meet with a TCDC career professional
- Read career profiles online in the Occupational Outlook Handbook
- Work part time to help define career interests
- Get involved in student activities
- Volunteer with a service project or charitable organization
- Talk with parents, friends, and professors to get a variety of perspectives

SOPHOMORES:

Explore and investigate careers

- Create a list of short-term goals related to your major
- Access FOCUS for more career direction
- Use the career library and O*NET online to identify options
- Get advice from alumni and others in fields of interest
- Attend a resume workshop
- Create a CCN account, look for internships, and upload a resume
- Seek mentors to provide you guidance and advice
- Shadow a professional for a day
- Investigate study abroad options to gain global experience and perspective

JUNIORS:

Increase experience

- Research companies or school districts for internships
- Discuss tentative career decisions with faculty advisers and TCDC staff
- Research industries and occupations online and in the TCDC
- Have your resume reviewed
- Apply for internships through your academic department or on CCN
- Attend career fairs to network with employers and alumni
- Research graduate school options
- Become familiar with job descriptions for careers that interest you

SENIORS:

Pursue goals and launch your career

- Create a list of goals for after graduation
- Meet with a TCDC staff member to create a personal action plan
- Update your resume
- Attend job search and interview workshops
- Develop a contact list, exploring sites such as LinkedIn and WCU alumni groups
- Attend career fairs to seek interviews and networking opportunities
- Check job listings on CCN and apply for on-campus interviews
- Obtain letters of recommendation

On-Campus Recruiting and Job Postings

On-campus recruiting brings diverse employers to the TCDC each semester to interview students for career and internship opportunities through the on-campus recruiting program. Employers post positions within **CCN**, and you may apply directly to those that interest you. Get started today by creating an account in **CCN** and uploading your resume.

Employers seeking to hire WCU candidates post hundreds of additional jobs within **CCN**, which you can search by specifying your major, job or industry preferences, geographic locations, and other criteria. Job binders within the TCDC resource room also have job openings, including local and regional full-time, part-time, child-care, and summer opportunities.

Career Fairs

The TCDC organizes career fairs each year to provide students, alumni, and employers a forum to make personal connections and network for career and internship opportunities. The on-campus fairs feature employers seeking students from all majors. The TCDC also participates in consortia-led events for targeted industry groups, such as education and nonprofit. Specific career fairs organized each year include:

- Fall Career Fair
- Social Work and Human Services Job Fair
- Mid-Atlantic Association for Employment in Education Teacher Job Fair
- Spring Career Fair
- Greater Philadelphia Nonprofit Career Fair
- Delaware Valley Education Consortium Job Fair

www.wcupa.edu/cdc