

Ways that you can
assist your
student
with career planning

1. Encourage your student to **visit** Career Services. The sooner your student becomes familiar with our staff and resources, the better they will be prepared to make career decisions.
2. Emphasize the importance of **internships**. Employers look for experience on a student's resume and often hire from within their own internship programs.
3. Encourage involvement in **extra-curricular activities**. Interpersonal and leadership skills are often developed by participation in student clubs and are qualities that are valued by employers.
4. Encourage your student to gain **real-world experience** by seeking career-related experiences for their sophomore and junior summers and to visit Career Services for help.
5. Teach your student the value of **networking**. Introduce them to people who have careers/jobs that are of interest to them. Encourage them to "shadow" someone in the workplace to increase awareness of career fields.
6. Buy your student a professional suit. Employers expect candidates to **dress professional** at recruitment events and interviews, whether it's on-campus or at the job site.

The Partnership

We believe all undergraduate students should check in with Career Services at least once per semester while currently enrolled at McDaniel. Whether they are deciding on a major, exploring occupations and industries, preparing job search documents like resumes and cover letters, or searching for internships, summer jobs and/or post graduation employment, our experienced staff is equipped to guide your student through the career development process.

You play an important role in your student's career development, so we offer this guide as a resource for you to help your student gain a competitive edge in the employment marketplace.

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Parent Guide to McDaniel College CAREER SERVICES



Open to all students and alumni, Career Services at McDaniel College is the clearinghouse for services and resources to assist individuals with their career planning and job search needs.

DISCOVER YOUR PURPOSE | CREATE YOUR DESTINY
CAREERSERVICES

What does Career Services Offer?

Career Counseling

Career Services professionals are available to provide personalized career counseling sessions to help students identify skills and areas of interests, plan and prepare for graduate school, and find internships and jobs. In addition to appointments, we offer walk in hours, evening hours, telephone and online counseling sessions.

Choosing a Major

Career Services offers FREE career assessments that can help students identify their skills, interests, values, and personal preferences. With the information from these assessments, we can help students choose a major related to their career goals and research occupations typical of certain majors.

Career Resource Library

Our library includes a variety of career-related books, trade journals and directories containing information on finding and preparing for internships, graduate school, federal jobs, and specific occupations. We also have videos, career guides, financial aid and scholarship resources, test prep materials, magazines, and college catalogs.

Online Career Resources

Our comprehensive web site provides access to several customized pages for undergraduate and graduate students, alumni, parents, employers, faculty and staff. Students have 24/7 access to national job and internship databases, links to online career planning resources, downloadable handouts, career tutorials, video clips, e-newsletters, and electronic forms.

Career Development Workshops

Career Services professionals offer interactive workshops throughout the academic year on a number of career topics. Topics, dates, locations and times can be found on our website.

Graduate and Professional School Assistance

We provide counseling and materials that can help students to research and apply for graduate school, prepare for entrance exams, create personal statements and essays, and search for ways to pay for graduate school. We also offer access to practice exams.

Alumni Career Network (ACN)

Career Services is continuously adding to our database of alumni and professionals who have volunteered to act as an information resource and share advice about their career fields. ACN mentors, representing a broad range of occupations and industries, agree to talk with students and alumni about the job search process and offer suggestions for things to do while they are still in college to make them more marketable.

Internship and Job Search Resources

We provide several ways for students to prepare for the internship and job search and connect with employers.

Companies on Campus

Employers come to campus to facilitate information tables, information sessions and interviews.

Green Terror Job Connection (GTJC)

This FREE online job and internship database allows students to search for and apply to opportunities posted by employers, register for on-campus interviews, and post a resume.

Current Jobs for Graduates, Internships.com, and Internships-USA.com

Free online databases that list internships and entry level jobs in the USA and internationally.

Job Postings on the Web

Our web site offers several customized pages with links to employers listing full-time, part-time and internship positions, federal jobs, and career specific opportunities.

Career and Job Fairs

Career Services is a member of two Career Services Consortia that offer several job fairs and virtual e-fairs throughout the academic year. We also list local job fair events on our web site.

Resumes, Cover Letters and Portfolios

Career Services offers several resources to help students create a perfect resume, cover letter and portfolio, ranging from resume/cover letter samples and writing guides, resume writing workshops and resume critiques via email.

Interview Preparation

We provide numerous resources to help students prepare for interviews, ranging from videos and sample questions to ask to interview checklists and workshops. We also conduct mock interviews where students can practice and receive honest feedback before the "real" interview.

Discover your purpose...Create your destiny!