Prepare For Life After College

Student Workbook
Discover

Prepare For Life After College

Think back to when you were in high school. What specific career dreams did you have then? Did those dreams point you to a certain college and type of major that would lead you towards a specific career field?

Discover is for you if…

➢ You are a freshman or sophomore and are trying to decide which direction you should take in your college studies.

➢ You are a junior or senior and do not know which career path would best suit the major, which you have chosen to pursue.

Whether you know exactly what your path should be or not, now is the time to begin discovering who God has created you to be and how He wants to bless others through your life and career. Using these materials and resources, you will be equipped with useful tools, which will make your lifelong career process more exciting rather than intimidating.

Most importantly, throughout your journey, keep your eyes focused on God; because, it is He who unconditionally loves and created you in order to do good works. As it says in Ephesians 2:10:

You are God’s workmanship,
created in Christ Jesus for good works,
which God prepared beforehand that
you would walk in them.

For such a time as this, God has prepared and set you on this journey in order to begin discovering the path that He is stretching out before you. Always remember, keep your eyes focused on Him; allow Him to shape your desires and passions and He WILL make your path straight (Proverbs 3:5-6).

Let the journey begin!
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Welcome To Discover!

The Crossroads Career Network process consists of walking through 6 steps:

- Step 1 – ATTITUDE Reach Forward
- Step 2 – APTITUDE Discover Your Strengths
- Step 3 – ALTITUDE Target Opportunities
- Step 4 – SEARCH Seek To Serve
- Step 5 – SORT Wow Interviewers
- Step 6 – SELECT Walk In Good Works

You are God’s workmanship – His extraordinary masterpiece. Not only are you wonderfully made, but you are uniquely created for good works, which God prepared in advance for you. Yes, you are blessed to be a blessing, and on the planet for a purpose!
Hear & Follow God’s Calling

Calling is the truth that God calls us to Himself so decisively that everything we do, and everything we have is invested with a special devotion, dynamism and direction lived out as a response to His summons and service. The following 11 actions have helped people hear and follow God and His calling.

- **Check the box** next to each action that you do on a weekly basis.

1. **Worship God**
   There is no calling without a Caller. Take dedicated time to worship, glorify, praise and thank Him. Then as you live and work every day from waking until sleeping, do everything to honor Him.

   *Ascribe to the Lord the glory due His name; worship… in the splendor of His holiness. Psalm 29:2*

2. **Read and Study the Bible**
   The Bible is God's authority and our manual for living. Consider it as bread, and feed from it every day. If you have never read the Bible, consider starting with the book of John, Ephesians or Psalms.

   *Your word is a lamp to my feet and a light for my path. Psalm 119:105*

3. **Pray**
   Be in conversation with God every day, perhaps multiple times during every day. He is always available. Pray for guidance. Read a Psalm as your own personal prayer.

   *Show me the way I should go, for to You I lift up my soul. Psalm 143:8*

4. **Listen to God**
   Prayer is two-way communication. In a journal, notebook or this Workbook, write thoughts that come to your mind for later reflection and Bible study.

   *Be still and know that I am God. Psalm 46:10*

5. **Be with Christians**
   Spend time with Christians who you like and who like you. Study the Bible together. Pray together. Encourage one another.

   *Consider how we may spur one another on toward love and good deeds. Hebrews 10:24*
6. Seek Wise Counsel
Seek wisdom first from above (James 3:17) and then from other people. Some may be friends. Some may be strangers with whom you talk to only once.

Let the wise listen and add to their learning, and let the discerning get guidance. Proverbs 1:5

7. Consider Unfolding Circumstances.
Be a good steward of the opportunities God gives you. Consider each situation with God in prayer. Always measure your prayer, counsel and unfolding circumstances in light of the truth of the Bible.

Be very careful, then, how you live… making the most of every opportunity… Ephesians 5:15-16

8. Confess and Clear Your Head
A clear head is critical in thinking through options and seeking God’s leading. It is easy to become confused, especially if sin is getting in the way. Confess it, and clear it out every day.

If we confess our sins, He is faithful and righteous to forgive us our sins and to cleans us… 1 John 1:9

9. Be Alert for God’s Peace
As you consider various options and paths, be alert for the peace that transcends all understanding, even in the midst of the most chaotic of times.

And the peace of God, which transcends all understanding, will guard your hearts and your minds in Christ Jesus. Philippians 4:7

10. Keep a Journal
Keep track of what you learn from your Bible reading, thoughts you have during prayer, advice you receive from your friends, unfolding circumstances and things that bring you God’s peace.

Thus says the LORD… “Write all the words which I have spoken to you in a book.” Jeremiah 30:2

11. Trust and Obey
There is no other way! If you think that the Lord wants you to do something, and it seems to be in alignment with everything we have been talking about, then do it! If you hear Him, follow Him.

Whoever has My commands and obeys them, he is the one who loves me. He who loves Me will be loved by My Father, and I too will love him and show Myself to him. John 14:21

Trust in the Lord with all your heart and lean not on your own understanding; in all your ways submit to Him, and He will make your paths straight.
Proverbs 3:5-6
TEAM = Together Everyone Achieves More

When people connect and work towards their goals together, rather than alone, preparing for life after college becomes more enjoyable and productive! In order to help you establish goals during college…

Look to connect with others in:

- Your College Career Center
- Job and career fairs
- College classes
- Extracurricular activities
- College Clubs
- Professional career networking groups and workshops
- Church college groups
- Other ministries

College & Career Online Resources

Discovering who you are and what you should do with your life are questions many college students ask themselves. Good news – there are lots of online resources out there to assist you as you prepare for the next step in your journey.

Go to www.CrossroadsCareer.org/college and select from the following topics:

- Find Colleges
- Discover Majors & Minors
- How To Pay For College
- College Admissions
- Find Experiences That Matter
- Investigate Careers
- Career Outlook & Salary Information
- Career Preparation
- Personal Assessments For Further Exploration

Helpful Hint

Do not wait until your senior year to begin preparing for your career.

Start Today!
When you think about your life after college, what kind of attitude do you tend to have on a regular basis? Are you usually positive and optimistic or do you struggle with stress and anxiety when thinking about your future plans?

Many college students experience a wide range of emotions when they consider the changes that will take place after graduation. Most times, there is excitement about moving into either a career or post-graduate environment. However, sometimes, this excitement is accompanied by some stress as to whether they will get a certain job or be accepted to a graduate program.

**What Is Your Attitude Towards Life After College?**

Zig Ziglar points out, 85 percent of people who get jobs and grow in those jobs are people who have a great attitude. Consider for a moment: you are an employer, hiring for an open position. What types of attitudes would you be looking for in people who you were interviewing? Would you hire someone who seems negative or someone who is positive about the position?

While it is not realistic to expect people to have positive attitudes 100 percent of the time, everyone has a choice as to which attitude to have on a daily basis.

**Attitude in Action**

*Eighty-five (85) percent of the reason people get jobs and get ahead in those jobs is because of attitude,*” reads a stunning statement written by world famous motivational speaker and author Zig Ziglar.
Look Forward To What Lies Ahead

Rather than allowing anxiety, stress and other negative emotions to overwhelm you during your college experience, begin to look forward to what lies ahead and how God wants to work in and through you. This is the first day of the rest of your life. You can make better decisions now that will last forever. Ask yourself…

- “How would I like to see my future?”
- “How will God view my life?”
- “Did God put me here for a particular reason?”
- “What is the purpose of my life?”
- “When I am 84 years old and looking back on my life, what would I like to see?”

Did you know that there are more than 1,000 industries and over 30,000 occupations from which to choose? Even though there are so many career options to consider, there are ways of eliminating many of the careers that do not fit who God has created you to be. In Step 2 - APTITUDE, you will learn how to identify particular personality traits, interests, skills, and values, which God has given you, as well as how you might incorporate those into your future career.

Getting ready for life after college can seem a little intimidating, and it requires acts of faith, such as love, power, discipline, prayer, and even thanksgiving. As you start each day, consider this verse from Philippians...

Scripture Focus

Be anxious for nothing, but in everything by prayer and supplication with thanksgiving, let your requests be made known to God. And the peace of God, which surpasses all comprehension shall guard your hearts and your minds in Christ Jesus. Philippians 4:6-7
Face The Fear Exercise

1. In the left column, list those things in your life that paralyze you from taking risks or from stepping out of your comfort zone.
   Example: fear of the unknown, failure, rejection, disapproval…

2. In the right column, list some of the ACTION STEPS that you can take to deal with those challenges.
   Example: try something new, make the choice to approach someone myself…

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<th>Fear</th>
<th>Action Steps</th>
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3. Think of people who can encourage and pray for you; people you trust and care about you: a parent, a sibling, a relative, a friend, a teacher, a coach, someone from church, a minister or a counselor…

4. Write down the names of the people who you will ask to pray for you.
   ____________________________
   ____________________________
   ____________________________

5. When stress or anxiety appear as a companion of your day, greet it with this prayer…

**Daily Prayer**

*Lord, I choose to trust You today with all of my heart; and I will not lean on my own understanding of this situation. In everything that happens today, I trust that You are my God and that You will lead me down the unique path that was created just for me.*

*Based on Proverbs 3:5-6*
Your Hope & Future

It is God who knows the plans of your life, in great detail. Therefore, He does not desire just to be first in your life; but rather, God desires to be at the center of every area of your life.

➢ What would you say is competing for the center of your life right now?

---

Scripture Focus

“For I know the plans I have for you,” declares the Lord, “plans to prosper you and not to harm you, plans to give you hope and a future.”

Jeremiah 29:11
You are uniquely, designed by God. No other person has your DNA and personal history. Therefore, the better you understand yourself, the better you can prepare for life after college. Now, take a look at these 5 important factors and how they can call attention to your uniqueness.

5 Factors In Your Unique Design

- **Experiences**: Your background – Personal, educational, vocational
- **Abilities**: What you do best – Talents, knowledge, skills
- **Personality**: How you do what you do best – Natural behavior traits
- **Interests**: What you like best – People, places, things and activities you enjoy
- **Values**: What is important to you – Work and life purpose, principles or pain

Discover and Develop Your Strengths

All of us have natural strengths and weaknesses. Many people assume that they have to be good at everything in order to stand apart from the rest of the world. They work every day trying to make their natural weaknesses stronger, while sometimes, ignoring their natural strengths. The problem is that no matter how much you work on your natural weaknesses, they will never become stronger than your natural strengths!

Today, more attention is being paid to identifying your talents – your most natural thoughts, feelings and behaviors. Your natural talents are foundational and reflected upon in your experiences, abilities, personality, interests, values, and spiritual gifts.

When you are working in the areas that you are naturally talented in, the results will not only be good… they will be great!

Scripture Focus

*For You (God) created my inmost being; you knit me together in my mother’s womb. I praise you because I am fearfully and wonderfully made… Psalm 139:13-14*
Do What You Love

The key ingredient in most successful careers is loving what you do. Having a goal or a plan is not enough. Academic preparation is not enough. Prior experience is not enough.

To prove the point...

A team of researchers followed a group of 1,500 people over a period of 20 years. At the outset of the study, the participants were divided into 2 groups:

- Group A, 83% of the sample, was composed of people embarking on a career path they had chosen solely for the prospect of making money now, in order to do what they wanted later in life.
- Group B, the other 17% of the sample, consisted of people who had chosen their career paths so that they could do what they loved now and worry about the money later.

The data showed some startling revelations:

- At the end of the 20-year period, 101 of the 1,500 had become millionaires.
- Of the millionaires, all but one - 100 out of 101 - were from Group B, the group that had chosen to pursue what they loved.
Self-Assessment Experience Exercise

1. In the left column, list up to 5 places where you have worked, interned, and volunteered as well as extra-curricular activities that you participated in over the past 2 years.

2. In the right column, list the type of work or activity that you did in each place.

3. Now, circle the top 3 places and types of work that most interest you.

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<thead>
<tr>
<th>Places</th>
<th>Type of Work</th>
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<tr>
<td>Example: jobs, internships, volunteering, specific college clubs, sports…</td>
<td>Example: hosted at a restaurant, taught art classes to elementary aged kids, played basketball on the intramural team…</td>
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1. What did you like most about the 1st circled place and type of work or activity?

____________________________________________________________________________

2. What did you like most about the 2nd circled place and type of work or activity?

____________________________________________________________________________

3. What did you like most about the 3rd circled place and type of work or activity?

____________________________________________________________________________

4. Do these 3 places and types of work have anything in common? How so?

____________________________________________________________________________
You Are A STAR!

Looking back on your experiences, think about some of the things that you accomplished during each one of them. Below, create a STAR story, which you can use to discover your strengths, target opportunities, write resumes, network and interview successfully.

1. **What Situation did you face?**  
2. **What was the Task to be accomplished?**  
3. **What Actions did you take?**  
4. **What Results did you achieve?**

Example Goal: Raised enough money to buy new books for an elementary school library.

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<tr>
<th>Situation You Faced</th>
<th>Tasks To Accomplish</th>
<th>Actions You Took</th>
<th>Results Achieved</th>
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<tr>
<td>During your student internship, at an elementary school, you are put in charge of getting new books for the library with a budget of $50.</td>
<td>Raise $300 for new library books to add to the $50 provided by the school.</td>
<td>Organized a library bake sale and had staff and teachers bring in baked goods for parents and students to buy.</td>
<td>Raised $350 from bake sale and had $400 to spend on new books for the school</td>
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Your STAR Goal: ______________________________________________________________

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<th>Actions You Took</th>
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You Are A+VIP

You are God’s unique gift to others. Blessed to be a blessing! Prayerfully review your experiences self-assessment. Write keywords to describe your strengths as Abilities + Values, Interests and Personality with which you can serve others.

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<th>Abilities</th>
<th>Values</th>
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<td>What you do best: talents &amp; skills</td>
<td>What is important to you?</td>
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<th>Interests</th>
<th>Personality</th>
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<td>What you like best: places, things, activities</td>
<td>Your natural behavior: outgoing, quiet</td>
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Reference Assessment Exercise

In order to gain a clearer perspective of who you are, it is important to consistently ask people, around you, for their input. Make copies of this reference assessment and hand them out to 5-10 people. For example: parents, siblings, friends, teachers, internship supervisors, bosses, fellow employees/interns, coaches, etc.

**Instructions to the person completing this form:** Thank you so much for taking the time to fill out this form! Please assess the strengths and weaknesses of the person who gave you this form in each of the categories below. Details are important, and specific examples can be helpful. Feel free to use the back of the form for extra space if needed. Please be open and honest in your responses.

**Accomplishments**
What are the top things this person should remember that they've accomplished?

_____________________________________________________________________

_____________________________________________________________________

_____________________________________________________________________

**Abilities**
What is this person best at? What 3 abilities should be at the core of what they do every day?

_____________________________________________________________________

_____________________________________________________________________

_____________________________________________________________________

**Interests**
Where do you feel this person most readily invests time, energy, talent and money? What does he/she seem to enjoy most?

_____________________________________________________________________

_____________________________________________________________________

_____________________________________________________________________

**Personality**
What positive personality traits come to mind when you think of this person?

_____________________________________________________________________

_____________________________________________________________________

_____________________________________________________________________

**Values**
What positive values and character strengths does this person have?

_____________________________________________________________________

_____________________________________________________________________

_____________________________________________________________________

**Blind Spots/Weaknesses**
In which of these categories does this person need the most improvement?

_____________________________________________________________________

_____________________________________________________________________

_____________________________________________________________________

“Perfect” Career Fit
If there were no restrictions, what do you think would be the perfect career fit for this person?

_____________________________________________________________________

_____________________________________________________________________

_____________________________________________________________________

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The “X” Factor

The “X” Factor is the active presence of Jesus Christ in your life. It begins the millisecond you are created anew in Christ Jesus by accepting Him as your Lord and Savior...

Your gifts and passions, ignited by the Holy Spirit, are manifested as spiritual gifts. God is calling you to use your spiritual gifts for the good of others, not only in church, but also in your home, school and work life.

➢ Consider the following list of spiritual gifts.

| Teaching | Divine ability to understand and give detailed explanations of biblical truth as well as validate truth which has been presented. What is truth? Where did you get that? Why? |
| Giving | Divine ability to earn and manage money in a wise manner in order to cheerfully contribute to the work of God. What can I give to meet that need? |
| Mercy | Divine ability to minister and comfort those who are suffering or are in distress, putting aside any judgment rightly deserved. How can I make them feel better? |
| Leadership | Divine ability to see what needs to be done, set goals, coordinate, lead and motivate others towards common goals. Where’s the goal? |
| Prophecy | Divine ability to reveal and proclaim God’s truth with power and clarity in a culturally sensitive manner for correction, repentance, or edification. What went wrong? What caused this? |
| Service | Divine ability to demonstrate love by meeting practical needs and completing tasks that contribute to the Body of Christ. What can I do to help? |
| Encouragement | Divine ability to encourage, reassure, strengthen, affirm, challenge and stimulate those who are discouraged in their faith. What must be done to fix this? |

➢ Based on the description of each spiritual gift, which 2 would you say most represent your divine abilities? Why?

#1 __________________________________________

#2 __________________________________________

Scripture Focus

Since we have gifts that differ according to the grace given to us, each of us is to exercise them accordingly; if prophecy, according to the proportion of his faith; if service, in his serving; or he who teaches, in his teaching; or he who exhorts, in his exhortation; he who gives, with liberality; he who leads, with diligence; he who shows mercy, with cheerfulness. Romans 12:6-8
Give The Gift That Keeps On Giving – You!

Do what you do best for people who need it most. You are a one of a kind masterpiece with a unique mix of gifts, passions and calling. Explore each of these factors to help you discover and develop your strengths:

1. **Experiences**: Your background – Personal, educational, vocational
2. **Abilities**: What you do best – Talents, knowledge, skills
3. **Personality**: How you do what you do best – Natural behavior traits
4. **Interests**: What you like best – People, places, things and activities you enjoy
5. **Values**: What is important to you – Work and life purpose, principles or pain
6. **Spiritual Gifts**: Unique gifts ignited by the Holy Spirit – 1 Corinthians 12

- Look back through all of your exercises and find common themes and keywords. Write the 5 most important keywords in each of the following categories.
- Review your responses with your college career counselor, parents, other…

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In order to help you target opportunities, where you can gain more experience doing what interests you, consider these 6 factors.

6 Factors for Targeting Opportunities:

Occupations: The work you do – job functions you perform

Industries: For whom you work – employers and customers you seek to serve

Locations: Where you work – city, state, country

Income: How much you make – cash compensation and benefits

Platforms: Employee, independent contractor, your own business, or volunteer

Culture: What operating values are important to you

For Example:

- Occupation: Administrative Assistant – organizes files and incoming communications
- Industries: Tax Accounting Office – connects customers with accountants
- Locations: New York City, New York, USA
- Income: $32,000 annual income
- Platforms: Full – time employee
- Culture: Consistent work values
  o 8 a.m. – 5 p.m. schedule
  o Team environment
  o Work in cubicle or office
  o Use computer and phone for communications
Your Career Interests

Using the 6 factors for targeting opportunities, target the top career that you are thinking about pursuing and then describe the industry, location, income, platform, and culture. For assistance, go to O*Net Online to find descriptions of careers. http://www.onetonline.org/

Occupation: ________________________________________________________________

Industry: _________________________________________________________________

Location: ________________________________________________________________

Income: _________________________________________________________________

Platform: ________________________________________________________________

Culture: _________________________________________________________________

Do your personality, interests, skills, values and past experiences line up with these 6 factors?

__________________________________________________________________________

Using O*Net or College Board.com as a reference, answer the following questions:

1. What majors correspond to this occupation and industry?

__________________________________________________________________________

2. What minors complement this major/occupation and industry?

__________________________________________________________________________

3. Does your college have these majors and minors as part of their academic program listing?

__________________________________________________________________________

4. If your college does not have these specific programs, would you consider transferring to another school? Which one?

__________________________________________________________________________
Find Experiences That Matter

Many students, before entering college, quickly decide upon a major without really investigating all of their options. Then, during college, if they become unhappy with their choice of subject, this can lead to one or more changes in their major, sometimes prolonging the years of study required. Consider these action steps and you move towards graduation.

1. Decide What Subject(s) You Enjoy Most

2. Take Introductory Classes In Subjects of Interest

3. Research Majors & Minors

4. Informational Interviewing

5. Work, Intern, Volunteer, and/or Job Shadow
What Subjects Interest You Most?

During your first year of college, choose some introductory courses in various subject areas that interest you. This will allow you to experience many subjects and help you decide which one(s) you might want to pursue as a major or minor. Example: Introduction to Psychology, Introduction to Athletic Training and Introduction to Art History.

- List any introductory classes you have taken and put in these categories:

<table>
<thead>
<tr>
<th>Liked</th>
<th>Disliked</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>1.</td>
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<tr>
<td>2.</td>
<td>2.</td>
</tr>
<tr>
<td>3.</td>
<td>3.</td>
</tr>
<tr>
<td>4.</td>
<td>4.</td>
</tr>
</tbody>
</table>

Majors & Minors

After you have taken various introductory classes, narrow it down to 1 - 4 subject areas that you enjoy most. Talk with your college advisor, career counselor, and parent(s) about possible majors and minors that you could pursue based on your interests. Check out CollegeBoard.com to search for specific majors and minors.

- List the majors and minors that you have chosen or are considering!

<table>
<thead>
<tr>
<th>Majors</th>
<th>Minors</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>1.</td>
</tr>
<tr>
<td>2.</td>
<td>2.</td>
</tr>
<tr>
<td>3.</td>
<td>3.</td>
</tr>
<tr>
<td>4.</td>
<td>4.</td>
</tr>
</tbody>
</table>
Informational Interviewing

Informational Interviewing is a great way to learn about specific careers from the perspective of individuals working in those jobs. Take these questions below and use them as a template for interviewing individuals in your area(s) of interest. If you need assistance finding certain people in particular fields, ask your academic advisor, college career counselor, or parents for help.

1. How did you get started in this field? ____________________________________________
   ___________________________________________________________________________

2. What do you like best about your job? ___________________________________________
   ___________________________________________________________________________

3. What are some of the tasks or parts of your job that you do not like?
   ___________________________________________________________________________
   ___________________________________________________________________________
   ___________________________________________________________________________

3. What majors and minors would you recommend as preparation for this career?
   ___________________________________________________________________________
   ___________________________________________________________________________
   ___________________________________________________________________________

4. What types of internships would you suggest I do during college?
   ___________________________________________________________________________
   ___________________________________________________________________________
   ___________________________________________________________________________

5. Do individuals in this career field usually get a graduate degree? If yes, what type?
   ___________________________________________________________________________

8. What entry-level positions are there in this career field for newly graduated college students?
   ___________________________________________________________________________
   ___________________________________________________________________________

9. What would be your top advice for someone going into this career field?
   ___________________________________________________________________________
   ___________________________________________________________________________
How To Get Experience

Volunteering, job shadowing, working, or interning in your area of career interest is very important because…

- The experience gives you a better understanding of the career field and whether it is a good fit for you or not.
- You get to learn from professionals working in that career field.
- There are networking opportunities that will benefit your job search after graduation.

Could your career interests become a reality?

- In each category below, list some experiences that you would like to have in your area of career interest and who you can contact for that opportunity.

<table>
<thead>
<tr>
<th>Volunteer Opportunities</th>
<th>Job Shadowing Opportunities</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Place</strong></td>
<td><strong>Contact</strong></td>
</tr>
<tr>
<td>1.</td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Internship Opportunities</th>
<th>Work Opportunities</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Place</strong></td>
<td><strong>Contact</strong></td>
</tr>
<tr>
<td>1.</td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td></td>
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<tr>
<td>3.</td>
<td></td>
</tr>
</tbody>
</table>
Target Your Resumes

The primary purpose of a resume is to attract employers to interview and choose you for a particular work or internship opportunity. In order to help you build your resume, consider 5 key principles that will help you structure your personal information.

5 Key Resume Principles:

1. Be clear about your target opportunities

2. Highlight your strengths and values that match what they need most

3. Feature STAR stories most relevant to results they want

4. Use keywords that are true of you, which they use in their job description

5. Customize each resume for each opportunity

For more information on how to build resumes, go to www.pongoresume.com
Sample Resume

Mike Williams
123 Street Name
000-000-0000
mike.williams@gmail.com

OBJECTIVE: To contribute my education and experience in (subject area) by obtaining the full-time (name of position) with (organization’s name).

SKILLS:
- Skill #1
- Skill #2
- Skill #3
- Skill #4
- Skill #5
- Skill #6

EDUCATION:

Degree Received
University Name
- GPA: 3.80; Dean's List, Spring (year)
- Other award

EXPERIENCE:

Internship Title
Name of Organization
- Action verb, what did you accomplish?
- Action verb, what did you accomplish?
- Action verb, what did you accomplish?

Job Title
Name of Organization
- Action verb, what did you accomplish?
- Action verb, what did you accomplish?
- Action verb, what did you accomplish?

COMMUNITY: If applicable

Volunteer Title
Organization Name
- Action verb, what did you accomplish?
- Action verb, what did you accomplish?
- Action verb, what did you accomplish?

Volunteer Title
Organization Name
- Action verb, what did you accomplish?
- Action verb, what did you accomplish?
- Action verb, what did you accomplish?
Cover Letters & Emails

Including a cover letter with your resume is a wonderful way to introduce yourself and to communicate your main reason for applying for the position. Cover letters can be sent via mail, fax, or email. Consider the following cover letter example.

**For Email:**
Subject Line of Email: Title of job, your last name

**For Letter:**
Your street address
City, State, Zip Code

Date

Recipient’s full name, using (Ms., Mr., Dr., etc)
His or her job title
Company name
Company Street Address
City, State, Zip Code

**Body of Email/Letter:**
Dear Mr./Mrs. Last Name,

State the position that you wish to apply for, how you found out about the position, and ask for consideration for the position (2-3 sentences).

Write 3-5 sentences, explain how you are the best candidate for this position (use the previous exercises in Step 2 to form a positive description of your abilities, skills, education, and other attributes that complement this position. Do not use any negative words when describing yourself or your experiences.

Restate your interest and excitement about this position and that you are looking forward to meeting them soon. Thank you for your consideration.

**Email Closing:**
Sincerely,

Your full name
Address
Email
Phone
Attached: Resume

**Letter Closing:**
Sincerely,

LEAVE A SPACE HERE TO SIGN YOUR NAME

Your full name typed out
Networking

While gaining experience is essential, “who” you know is even more important when looking for opportunities to gain experience during college. Networking is one of the best ways to connect with professionals who can help you find people in your field of interest as well as possible job shadowing, internship, volunteer and work opportunities within certain organizations. Today with all of the online social sites, networking has never been easier.

How to Search and Connect

- **Pray** – Always remember who needs to be the center of your life.
- **Network** – In-Person, Phone, Email…
  - In-Person – Most effective way of networking.
  - Phone – Very efficient and effective. You can make several calls per hour, to target individuals, following up with a brief email for even more impact.
  - Email – Very efficient but not very personal. Email is best for quick introductions and follow-ups; however, do not rely solely on this form of communication.
- **Use Social Networking Websites** – Effective for initial introductions. Social websites will enhance your ability to network with lots of individuals in various career fields. Always follow up by phone, email, or in-person communication if possible. Finally, be aware that your networking sites, like Facebook, Twitter, and LinkedIn, tell a lot about who you are as an individual. Make sure to clean up anything that an employer might find offensive if they were to look at your personal page.
Making Connections

It is a fact that most employers first try to recruit people through their personal contacts before they advertise a position or post on the Internet. A statistic that came from a private corporate study showed that people who had been personally referred had a 4200% better chance of being hired.

Because networking is SO important, it is suggested that you spend 50% to 85% of your time building relationships, serving others, receiving personal referrals, and making personal contacts.

Where to Connect?

- College Career Center
- Career Networking Groups
- Career and Job Fairs
- CareerOneStop Centers
- LinkedIn

Who to Contact?

- College Career Counselors
- Department Faculty
- Teachers
- Alumni
- Internship Supervisors
- Individuals at your church
- Friends of parents
- Parent’s of friends
- Talk to everyone!
Networking Log Exercise

Having a list of people who work in or know people who work in your career interest area(s) is very essential. Begin by listing as many of their names as you can in order to keep track of who you contacted and when, their contact information and any referrals that they make. You can keep a similar email list in software such as Excel, Outlook, Entourage, etc.

<table>
<thead>
<tr>
<th>Date of Contact</th>
<th>Name/Position/Company</th>
<th>Phone/Email Address</th>
<th>Referrals</th>
</tr>
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<tbody>
<tr>
<td></td>
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</tbody>
</table>
What Do Employers Look For?

Part of networking, is understanding how to positively present yourself to employers. An individual may have terrific skills, education, and personality; however, if they do not have these traits, it might be difficult for them to find a position. Consider the following traits that employers admire in volunteers, interns, and/or employees.

**Desired Character Traits:**

- Strong Character
- Positive Attitude
- Competence
- Cooperative
- Self Motivated
- Able to Communicate Effectively: Verbal & Written
- Able to Work in Teams or Individually
- Trustworthy
- Dependable
- Honest
- Diligent
Elevator Speech

In order to help you have easy and confident conversations with interviewers, it is important to create and practice your networking speech. An elevator speech gives a quick picture of who you are and how you desire to serve the individuals in the organization. 30 – 40 Seconds in length.

Consider these 3 parts of your Elevator Speech:

Part 1 – The needs you are seeking to meet
Part 2 – Your experiences, abilities, personality, interests, values, spiritual gifts/calling
Part 3 – The value that the employer and customers will receive from the work you do

Your Elevator Speech

Using these guidelines, create your own elevator speech. It might be helpful to review your Self-Assessment Exercises in Step 2 before creating your elevator speech.

Practice your elevator speech with friends, family, schoolmates, and other professionals. The more you practice, the easier it will be to do your elevator speech during an interview.

Part 1: Describe the organization’s needs you are seeking to meet.

____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________

Part 2: List experiences, abilities, personality traits, interests, values, spiritual gifts that meet these needs.

____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________

Part 3: Describe the value that the organization will receive from the work you do.

____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________
Whether you are pursuing a college internship, job shadowing experience, volunteer position, or a part/full-time job, all experiences require some form of interviewing. While a lot of college students may think that interviews are intimidating, knowing how to prepare yourself for an interview will help you approach interviewers with confidence.

4 Steps for Engaging Interviewers

**Pray** – Always prepare your heart through prayer before you interview. Remember, whatever is in your heart will show up on your lips.

*The good man out of the good treasure of his heart brings forth what is good; and the evil man out of the evil treasure brings forth what is evil; for his mouth speaks from that which fills his heart. Luke 6:45*

**Prepare** – Before the Interview

- Research the organization – who are they?
- Practice interview questions
- Prepare a list of questions to ask your interviewer(s)
- Rest and eat healthy meals so that you feel energized
- Dress for success – Always dress appropriately and professionally – no loud colors, casual attire, perfume/cologne, or lots of jewelry
- Know where you are going – directions & map
- Arrive 15 minutes before your interview
- Take a writing pad and pen for taking notes during the interview
- If a resume is required, make extra copies to hand out to everyone present

**Scripture Focus**

*Be anxious for nothing, but in everything by prayer and supplication with thanksgiving, let your requests be made known to God. And the peace of God, which surpasses all comprehension, shall guard your hearts and your minds in Christ Jesus. Philippians 4:6-7*
Perform – What to do at your interview

- Present yourself to the receptionist at least 5 minutes before the interview
- Firmly shake interviewer(s) hands
- Stand and sit up straight
- Make eye contact with the interviewer(s)
- Smile
- Ice breaker: Ask questions or comment about objects of mutual interest
- Answer questions as you did during your practice interview
- Be ready to ask your questions when given the opportunity

*Let no unwholesome word proceed from your mouth, but only such a word as is good for edification according to the need of the moment, so that it will give grace to those who hear. Ephesians 4:29*

Praise – After the Interview

- Write thank you notes to the interviewers – on nice stationary or using email
- Consider your interviewer(s) as networking resource(s) for you to utilize, even if you don’t get the job.
- Praise God no matter what happens in the interview

*I will extol the Lord at all times; his praise will always be on my lips. Psalm 34:1b*

Keep praying, networking & searching, until you receive the job offer that is right for you.

Scripture Focus

*Whatever you do, work at it with all your heart, as working for the Lord, not for men, since you know that you will receive an inheritance from the Lord as a reward. It is the Lord Christ you are serving. Colossians 3:23-24*
Opportunity Research

Before your interview, take time to research the interviewer and the organization where you will be interviewing - you can usually find this information on their website. Find out who they are, what they do specifically, any recent news, and the opportunities that the organization has available. Also, network with individuals who might have more information on the organization.

1. Name of organization:


2. Website of organization:


3. Location of organization:


4. Interviewer(s) and Title(s):


5. What is this organization’s main focus? Mission Statement?


6. Are there any recent news articles regarding this organization? What is said?


7. What opportunities are you interested in interviewing for?


8. Who is your main contact for the opportunity? Their email & phone number?


The Interview – Your Story

An interview is all about you telling your story and how it can fit into the story of the organization. The chart below includes questions that are commonly asked in an interview. Write out answers to the questions that best represent who you are and what you can offer the organization. Then, with a partner, the interviewer, answer the questions verbally just as you would in a real interview.

1. Tell me about yourself? (Networking Speech)
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________

2. What do you know about our organization? (Real or pretend company)
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________

3. Why do you want to (volunteer, intern, work) for this organization?
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________

4. What makes you more capable than someone else to fill this position?
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________
5. What are your strengths that would complement this position?

____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________

6. In what areas would you like to improve? (Explain how you would like to improve in areas that would complement this position – do not say anything negative about yourself)

____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________

7. If I spoke to your advisors, mentors, teachers, etc, what would they say are your greatest strengths?

____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________

8. What are your goals after college?

____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________
The Interview – Their Story

While telling your story is very important, part of the interview should be you asking the interviewer(s) a few questions about the organization and the job itself. Only ask questions that were not already covered during the interview. Use this template to record their responses.

1. What do you most enjoy about your work with this organization?

______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

2. What are the day-to-day responsibilities of this job?

______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

3. How is job performance measured?

______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

4. What are some of the skills/abilities necessary for someone to succeed in this job position?

______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

5. What is your description of an ideal employee?

______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
**Master Reference List**

It is very important that you have a list of references of people who know you well and can speak on your behalf. Be ready to provide employers with a list of references when asked.

On the chart below, fill out a list of people who could be a reference for you – remember, these individuals cannot be family or friends. Choose supervisors, teachers, or former bosses for your references. Remember, it is both proper and courteous to ask these individuals’ approval before submitting their name(s) as a reference.

Example:

<table>
<thead>
<tr>
<th>Name</th>
<th>Relationship</th>
<th>Email</th>
<th>Phone</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>John Example</td>
<td>Supervisor at Internship</td>
<td><a href="mailto:John@abcc.com">John@abcc.com</a></td>
<td>111.234.5678</td>
<td>Head Photographer</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Name</th>
<th>Relationship</th>
<th>Email</th>
<th>Phone</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
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</tbody>
</table>
While the career search process requires a lot of individual work, most colleges do offer assistance to students who desire help in connecting with employers and organizations.

Do not wait until your senior year to begin this process; because it will only lead to frustration. Start preparing yourself for your career today!

Consider the following:

- Does your college have a Career Center?
- If there is a Career Center, do the career counselors help students get connected with employers and organizations either through personal referral or on-line job board sites?
- Is there a college career fair either on campus or nearby that you could attend?
- Does your college require that you do an internship before graduation? If so, are their openings at your internship location that you could apply for?
- Have you talked with your academic advisor about career opportunities in your field?
- Have you talked with EVERYONE you know about possible connections in your career field?

Getting a job and beginning your career can be challenging, if there is no thought, preparation or practice put into it. Start thinking of yourself as a unique corporation, able to provide specific skills and services to organizations in need. Do not expect organizations to always come to you. You must approach them and show them how your skills, experience, personality, interests, and values will benefit the organization as a whole.
Understand The Offer Exercise

As you receive offers for certain positions, use this form as a tool to evaluate the offer. Then, once you have written out these details, your understanding of the offer will be much clearer. (Make at least 5 copies of this form)

<table>
<thead>
<tr>
<th>Name of potential employer</th>
<th>Name of hiring manager</th>
</tr>
</thead>
<tbody>
<tr>
<td>Positives about opportunity</td>
<td>Concerns and questions</td>
</tr>
</tbody>
</table>

How much the organization seems to want you?

| No | 1 - 2 - 3 - 4 - 5 - 6 - 7 - 8 - 9 - 10 | Yes |

How much you want the organization?

| No | 1 - 2 - 3 - 4 - 5 - 6 - 7 - 8 - 9 - 10 | Yes |

<table>
<thead>
<tr>
<th>Cash Compensation</th>
<th>Benefits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Base Salary</td>
<td>Weeks of Vacation</td>
</tr>
<tr>
<td>Bonus</td>
<td>Health Insurance</td>
</tr>
<tr>
<td>Commission / Other</td>
<td>Dental Insurance</td>
</tr>
<tr>
<td>Total Cash Value</td>
<td>Vision Insurance</td>
</tr>
</tbody>
</table>

Other Factors

<table>
<thead>
<tr>
<th>Hours per week</th>
<th>Paid Holidays</th>
</tr>
</thead>
<tbody>
<tr>
<td>Flexible Hours</td>
<td>Sick Days</td>
</tr>
<tr>
<td>Free Time</td>
<td>Training</td>
</tr>
<tr>
<td>Travel %</td>
<td>Relocation</td>
</tr>
<tr>
<td>Location</td>
<td>Retirement</td>
</tr>
</tbody>
</table>
## Decision-Making Exercise

Use this worksheet to help you determine whether your job offer is the right one for you based off of your unique design. Go back through the previous exercises and fill in your information under Criteria Desired and then compare your desires with the Work Opportunity. Do they align or do they contrast? (Make several copies of this form).

<table>
<thead>
<tr>
<th>Criteria Desired</th>
<th>Work Opportunity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Occupation:</td>
<td>Occupation:</td>
</tr>
<tr>
<td>Industry:</td>
<td>Industry:</td>
</tr>
<tr>
<td>Income:</td>
<td>Income:</td>
</tr>
<tr>
<td>Platform:</td>
<td>Platform:</td>
</tr>
<tr>
<td>Culture:</td>
<td>Culture:</td>
</tr>
<tr>
<td>Abilities:</td>
<td>Abilities:</td>
</tr>
<tr>
<td>Personality:</td>
<td>Personality:</td>
</tr>
<tr>
<td>Interests:</td>
<td>Interests:</td>
</tr>
<tr>
<td>Values:</td>
<td>Values:</td>
</tr>
<tr>
<td>Spiritual Gifts:</td>
<td>Spiritual Gifts:</td>
</tr>
</tbody>
</table>
Prepare For Your Next Move

Preparing for life after college requires commitment, focus, determination, preparation, practice, and perseverance. As you get ready to enter this new chapter in your life, consider these steps that will help you make this transition from college into the world of work.

Steps of Preparation

✔ Be flexible and focus on serving others as you pursue different opportunities.

✔ Look for opportunities to do extra assignments and get extra education.

✔ Continue to update your master resume and references at all times.

✔ Keep networking to expand your contacts for current and future opportunities.

✔ Seek purpose and exercise your values in your school and work.

✔ See every activity and project as an opportunity to write a new STAR story.

True Job Success?

➢ J for joy in your job.
➢ O for obedience.
➢ B for doing your best.

Be a good steward of whatever God gives you. Don’t worry about what He doesn’t give you because you have no responsibility for these things. Remember that you are God’s workmanship, created in Christ Jesus for good works that God prepared beforehand that you walk in it.
Pass It Forward

Now that you better understand how to approach your life after college, pass this blessing onto someone else who needs encouragement and guidance.

Ways To Pass It Forward:

- Share the 6 steps – ATTITUDE, APTITUDE, ALTITUDE, SEARCH, SORT, SELECT
- Share the Hear and Follow God’s Calling Exercise
- Indicate the Importance of TEAM
- Direct to the Free Resources at www.crossroadscareer.org/college
- Tell about Your Hope and Future
- Explain the 5 Factors in Your Unique Design
- Create a STAR story
- Target Opportunities
- Teach how to Network
- Practice Interviewing

Your Journey Continues!

Congratulations on completing Discover! You are now ready to continue the work that God has prepared, called and designed you to do. While life after college may be challenging at times, God promises to be the strength that you need to live successfully each and every day. So get ready to experience the next step in your unique journey.