

# Coastal Carolina University Career Services Center

# CareerQuest

*"The most important thing about having a goal is ...HAVING ONE."*  
- Unknown

## Freshman Year ~ The journey begins...

Step up to the First Year Experience class (UNIV 110). Visualize a race toward career success. Confirm your major, use the CCU Career Services Center Web site ([www.coastal.edu/career](http://www.coastal.edu/career)) and programs.

- Log in to the **ChantsJOBLink** to review your profile, and search for part-time jobs.
- Take the **DISCOVER** online career assessment to identify career fields that fit with your interests, values and abilities.
- Meet with the Career Services coordinator assigned to your academic college to review career goals and verify your major selection. (*See list of coordinators on the reverse side of this plan*). Undeclared students should contact Dr. Tom Woodle, the career planning counselor.
- Discuss major studies and career options with appropriate faculty.

## Sophomore Year ~ Hit your Stride!

**Login and update your ChantsJOBLink account.**

Build skills! Get involved in campus extracurricular activities.

- Develop computer proficiency, effective communication skills, social skills, public speaking, research and organizational skills.
- Explore fields of potential career interest through Internet research, information interviews and job shadowing. Some majors may require internship involvement.
- Create your career network! Your Career Services Center coordinator can connect you to members of the Parent & Alumni Professional Network to begin building a network of contacts in career fields of interest.
- Update your resume and have it critiqued in the Career Center. Upload new resume to the **ChantsJOBLink**.



[www.coastal.edu/career](http://www.coastal.edu/career)

## Junior Year ~ Pick up the P.A.C.E.

**Prepare. Achieve. Compete. Excel.**

To narrow your career focus, identify specific jobs and types of employers by using "What Can I Do with this Major" and **DISCOVER** at [www.coastal.edu/career](http://www.coastal.edu/career).

- Participate in a credit or noncredit internship in your targeted career field and gain valuable experience.
- Continue building a career network through personal and professional contacts.
- Explore graduate school programs for career development. Attend career fairs as available.
- Attend Employer Information Sessions. (*See Events in the ChantsJOBLink*)
- Begin to collect evaluations and letters of recommendation for your job search from internship and part-time job supervisors and faculty
- Research potential employers to learn about their organizational culture, structure and recruitment patterns.
- Attend Career and Personal Development Seminars offered by the Career Services Center. (*See Workshops in the ChantsJOBLink*)

## Senior Year ~ Sprint to the Finish!

Begin your job search! The finish line is in site! Visit the Career Services Center before October to have your final resume critiqued. Upload new resume to the **ChantsJOBLink** and update your account information.

- Start searching **six to nine** months before graduation
- Plan a job-search strategy for securing a full-time position.
- Make sure your answering machine voice messages and e-mail addresses are professional.
- If attending Graduate School, complete entrance exams and applications during the Fall semester.
- Use the campus recruitment programs available in the **ChantsJOBLink** to schedule interviews with recruiters. Allow the Career Services Center staff to refer resumes as appropriate.
- Participate in Interviewing Skills Training and Mock Employer Interviews.

**Career Services Center coordinators from the Career Services Center will assist you with each step of the race to career success.**

# The Race to Career Success Begins Your Freshman Year!

IF YOU WAIT UNTIL YOUR SENIOR YEAR TO BEGIN  
CAREER COUNSELING, YOU'LL BE THREE YEARS BEHIND!

## WHY?

It is in your freshman year that you begin the career counseling process to decide the direction you want your career to take and what kind of college major you will need to get there.

Professional counselors from the Career Services Center use career assessment testing and counseling to make sure you know where you are going, how to set goals, and how to make your dreams come true.

*Even if you are relatively sure about the academic major you have chosen, we can help you confirm that your major will prepare you for the work you want to do.*

## Contact the Career Services Coordinator in your academic college for more information.

Tom Woodle, Ph.D., NCC – <i>Edwards College of Humanities and Fine Arts, and Undecided Majors</i>	349-2357
Robert Bulsza, M.A., LPCI – <i>Business Careers Coordinator</i>	234-3450
Connie Jones, M.A., CDFI – <i>College of Natural and Applied Sciences</i>	349-2677
Carolyn Hickman-Williams, M.Ed., CDFI – <i>Spadoni College of Education</i>	349-2358
Mollie Fout, M.A. – <i>Director, Career Services Center</i>	349-2333

## Interested in being a Student Employee at CCU?

Campus jobs are posted in the **ChantsJOBLINK** recruitment system located on the Career Services web site at [www.coastal.edu/career/](http://www.coastal.edu/career/).

**The Coastal Carolina University Career Services Center is located at:**

104 Tom Trout Drive in the Indigo House  
**843-349-2341**

[www.coastal.edu/career](http://www.coastal.edu/career)