

JOIN A CAREER COMMUNITY

Career Communities are great ways for you to **discover** career paths open to Arts and Sciences students, **network** with alumni and other professionals, and **learn** about the latest news from the industries that interest you! **Explore** multiple communities and attend events across industries regardless of your major.

MORE THAN RESUMES



EDUCATION, NON-PROFIT
AND SOCIAL SERVICES



ENTREPRENEURSHIP



FINANCE, CONSULTING,
MANAGEMENT AND SALES



GOVERNMENT, INTERNATIONAL AFFAIRS,
AND PUBLIC POLICY



HEALTHCARE AND WELLNESS



JOURNALISM, SPORTS,
ENTERTAINMENT AND PRODUCTION



MARKETING, ADVERTISING AND
PUBLIC RELATIONS



SCIENCE AND RESEARCH



TECHNOLOGY, DATA, AND ANALYTICS



VISUAL, WRITTEN AND
PERFORMING ARTS

handshake

- > Select the drop-down menu for your account
- > Click on "Career Interests"
- > Pick your Career Communities

***Set an appointment with
your Career Coach!***

Get Info about and RSVP for Events

- > Learn about Career Success events like Life Beyond Degree, Career Connections, C-Suite, Coffee Chat and more!
- > Find events from employers and other programs that will help you become career ready!



THE OHIO STATE UNIVERSITY
COLLEGE OF ARTS AND SCIENCES



Communities.
Connections.
asc-careersuccess.osu.edu



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asc-careersuccess.osu.edu

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100 Denney Hall

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MY CAREER COMMUNITIES:

MY CAREER COACH:



Resources to Begin Your Internship and Job Search

As an Arts and Sciences major, you have access to **Handshake** while you are enrolled at Ohio State. And, your access continues beyond graduation. Use Handshake to explore local and national job and internship opportunities. Use GoinGlobal, which is accessible via Handshake, by clicking on the Career Center tab and selecting Resources from the drop-down menu, to view the US and Country City Guides and search worldwide job and internship postings. More information about these resources is found at <https://artsandsciences.osu.edu/career-success/handshake/handshake-students>. The following opportunities represent a small sample of internships that are currently posted on Handshake. Log in at <https://handshake.osu.edu> using your OSU credentials (name.# and password), and use the ID numbers listed below to read about these positions. You are encouraged to apply for an internship that interests you when you see it posted, as opposed to waiting until closer to the application deadline. Many organizations remove the internship as soon as it is filled, rather than waiting to start candidate interviews after the posted deadline.

- **Shipwreck National Register Nomination Preparer @ Ohio History Connection, #2469413**
- **Internship: Nonprofit Administration/Management @ Institute on Violence, Abuse and Trauma #2303965**
- **National History Day Internship @ National Archives and Records Administration – DC, 1795778**
- **Government and Media Relations Internship @ Institute for the Study of War, #2452455**
- **Policy Analyst Intern NYC Department of Small Business Services, #2472273**

Internship Listings/Internship Search:

- Smithsonian Institute Internships www.si.edu/ofg/intern.htm
- Historic Preservation Internship Training Program <http://www.nps.gov/tps/education/internships.htm>
- Action Without Borders <http://www.idealists.org>
- AmeriCorps <http://www.nationalservice.gov/programs/ameriCorps>
- Internships/Jobs with State of Ohio <http://careers.ohio.gov>
- The Washington Center www.twc.edu

Job Listings/Job Search:

- Museumstuff.com (list of all museums in USA) www.museumstuff.com/museums/usa/index.html
- Organization of American Historians www.oah.org
- Government jobs www.govtjobs.com and www.usajobs.gov

Organizations & Associations:

- American Association of Museums www.aam-us.org
- American Historical Association www.historians.org
- American Association for State and Local History www.aaslh.org
- Organization of American Historians www.oah.org
- Society for American Archaeology www.saa.org
- Society of American Archivists www.archivists.org
- Resources of Historical Societies www.scholarly-societies.org/history_soc.html
- American Institute for Conservation of Historic and Artistic Works <http://www.conservation-us.org/>

Miscellaneous Resources:

- Search any topic in history www.historychannel.com
- National Museum of Natural History has educational resources www.mnh.si.edu
- National Archives www.archives.gov
- The History Net www.TheHistoryNet.com
- Library of Congress www.loc.gov



Information specialization

Where?

Consulting organizations, research centers, government, libraries, business and industry, non-profit organizations

Job Titles

Administrative Assistant	Assistant Editor
Assistant Planner	Bibliographer
Biographer	Classifier
Communications Assistant	Corporate Historian
Database Network Coordinator	Database/Records Manager
Development Associate for Research	Genealogist
Government Relations Assistant	Historian
Historic Preservation Planner	Historical Researcher
Information Hotline Specialist	Information Manger
Information Scientist	Information Specialist
Institutional Researcher	Intelligence Research Specialist
Intelligence Specialist	Librarian
Library and Information Specialist	Library Circulation Desk Supervisor
Library Reference Coordinator	Library Technical Assistant
List and Segmentation Manager	Market Researcher
Media Specialist	Paralegal
Paralegal Assistant	Photographic Cataloger
Planner	Policy Analyst
Registrar	Research Analyst
Research Assistant	Research Associate
Research Interviewer	Researcher
School Librarian	Securities Information Researcher
Software Specialist	Systems Analyst
Systems Manger	Technical Research Assistant
Travel Agent	

Related Job Titles

Actuary	Admissions Officer
Claims Adjudicator	Computer Programmer
Counselor	Curator
Customer Services Representative	Employment Interviewer
Teacher	



Business administration and management

Where?

Advertising departments and agencies, airlines, railroads, cruise lines, banks, savings and loans, credit unions, environmentally related firms, federal government, hospitals, other health care companies, hotels/motels, hospitality industry employers, magazines, newspapers, radio stations, cable networks, television stations, manufacturing firms, non-profit organizations, professional associations, public relations departments and firms, sports-related organizations

Job Titles

Account Representative	Collaborative Projects Program Officer
Communications Assistant	Customer Services Manager
Financial Assistant	Import/Export Coordinator/Expediter
Income Generation Specialist	Loan Officer
Management Consultant	Management Trainee
Manufacturer's Representative	Market Analyst
Marketing Manager	Personnel Officer
Pharmaceutical Representative	Production Assistant
Program Director	Program Manager
Public Relations Officer	Research Assistant
Salesperson	Tour Director
Training and Development Specialist	

Teaching

Where?

Public/private/charter/Dept. of Defense/international K-12 schools, colleges/universities

Job Titles

Assistant Professor of History	Associate Professor of History
Cooperating Teacher	Educator
History Instructor	History Lecturer
History Teacher	Instructor in History and Social Sciences
Professor of History	Social Science Teacher

Related Job Titles

Counselor	Education Administrator
Educational Consultant	Employee Development Specialist
Employment Interviewer	Environmental Educator
Hospital/Community Health Educator	Librarian
Media Relations Representative	Non-profit Organization Administrator
Personnel Specialist	Preschool Worker
Public Relations Specialist	Researcher
Sales Representative	Social Worker
Trainer	

J. DeGalan, S. Lambert (2001). *Great Jobs for History Majors*. New York, NY: McGraw-Hill



Job Paths for History Majors

Non-classroom education

Where?

Art museums, children's museums, college and university museums, company museums, exhibit areas, general museums, history museums, libraries, national and state agencies, councils, commissions, nature centers, park museums and visitor centers, science museums, specialized museums, zoos, aquariums, wildlife refuges, bird sanctuaries, arboretums, botanical gardens, conservatories, horticultural societies, outdoor education centers, camps, national and state parks

Job Titles

Administrative Assistant	Coordinator of Interpretation and Visitor Services
Coordinator of School and Youth Programs	Director of Education (museum)
Director of Educational Programs	Director of Visitor Services
Education Coordinator	Education Specialist
Educational Programs Coordinator	Educator
Environmental Education Instructor	Executive Director
Field Instructor	Interpreter
Interpreter/Caretaker	Interpretive Guide
Museum Assistant	Museum Educator
Nature Education Instructor	Nature Interpreter
Outdoor Education Instructor	Outreach Assistant
Park Ranger	Programs Coordinator
Project Planner and Coordinator	School Programs Assistant
Urban Park Ranger	

Related Job Titles

Career Counselor	Caseworker
Classroom Teacher	Conference Coordinator
Education Equipment/Supplies Salesperson	Financial Aid Counselor
Human Resources Professional	Librarian
Public Relations Specialist	Training Specialist
Travel Agent	



Curatorial and archival management

Where?

Art museums, children's junior museums, college and university museums, company museums, exhibit areas, general art and history museums, maritime/military/naval history museums, libraries, national and state agencies, councils, commissions, nature centers, park museums and visitor centers, science museums, specialized museums, botanical gardens, zoos, aquariums, non-profit organizations, colleges and universities, national/state/local government, corporations

Job Titles

Archivist	Art Conservator
Artifacts Conservator	Assistant Curator
Assistant Director, Museum	Associate Curator
Associate Director for Historic Resources	Ceramic Restorer
Collections Manager	Curator
Curator of Collections	Curatorial Associate
Fine Arts Packer	Lace and Textiles Restorer
Manager	Museum Curator
Museum Technician	Paper Conservator
Site Administrator	Site manager

Related Job Titles

Arborist	Art Director
Assistant Registrar	Botanist
Decorator	Folklorist
Graphic Designer	Information Specialist
Interior Decorator	Librarian
Lighting Designer	Marketing Director
Museum Registrar	Museum Sales Manager
Preparator	Public Information Director
Publications Editor	Records Manager
Sales Representative	Volunteer Coordinator

Using GoinGlobal



GOINGLOBAL
EXPAND YOUR HORIZONS... YOUR CAREER... YOUR FUTURE

Arts and Sciences Students and Alumni

As an Ohio State student you have access to GoinGlobal, a platform which contains a wealth of information for students looking to obtain internships and/or jobs around the country and around the world. GoinGlobal is fully accessible via smartphones and tablets, and its features are described below.

ACCESSING GOINGLOBAL

To access the GoinGlobal Country Career Guides please visit:

<https://online.goinglobal.com/default.aspx?accid=2013060707060310207070iiiiiiiiiiiiiiiiivviiiivvvvvvwoSUAS>

To access the GoinGlobal US City Career Guides please visit:

<https://online.usacareerguides.com/default.aspx?accid=2013060707060310207070iiiiiiiiiiiiiiiiivviiiivvvvvvwoSUAS>

DAILY WORLDWIDE JOB & INTERNSHIP POSTINGS

GoinGlobal's internship and job database features millions of opportunities around the globe – all updated daily! The search engine is able to identify opportunities that have been posted in more than 50 languages as well as in English. The opportunities list the position title and description, company name, location and date of posting.

GoinGlobal's search options allow users to search by company, industry and date of posting in addition to conducting simultaneous multiple keyword searches.

When searching, keep in mind these additional best practices:

- Use keywords like entry-level, assistant, trainee, college graduate.
- Use native language terms; e.g., Analyst & Analista.
- Take advantage of receiving job alert notifications from GoinGlobal by clicking on the Create Search Agent link; personal accounts can be set to receive constant updates on new job listings and internship opportunities matching the user's selection criteria.

CAREER GUIDES

GoinGlobal contains Career Guides for 40 countries around the world, nearly 30 global cities, and nearly 50 cities around the United States. These career guides offer information on the following:

- **Job Search Resources** – Features the top in-country resources for finding a job: local job boards, staffing agencies, executive search firms, career fairs, and NGO opportunities.
- **Industry and Employment Trends** – In-depth analysis of industry trends and hiring outlooks by sector, including professional networking contacts.
- **Financial Considerations** – Detailed cost of living information for housing, transportation, taxes, medical care, and other financial factors by location.



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CENTER FOR CAREER AND PROFESSIONAL SUCCESS

- **Business/Professional Associations and Networking Groups** – Professional associations, expatriate organizations, and social networking groups for making new connections.
- **Work Permits and Visas** – Developed by an immigration lawyer specifically for GoinGlobal, information includes key work permit and visa requirements for students and professionals with links to application documents and supplemental online resources.
- **Resume/CV and Cover Letter Guidelines** – Advice for creating a culturally correct resume/CV and cover letter in formats that meet local employers' expectations.
- **Cultural/Interview Advice** – Insights on the local culture and advice on how to act appropriately in both social and professional settings, including guidelines for interview preparation and follow-up.

Students are encouraged to use these Career Guides to learn about cities and countries both domestically and internationally. Whether you're in the discovery or search phase of the career development process you will find the information contained in these guides useful!

KEY EMPLOYER DIRECTORY

The GoinGlobal Key Employer Directory offers resources for industry research, recruitment outreach, and job leads. Students can explore thousands of profiles for leading employers throughout the world in industries that span across all the career communities. Via the Employer Directory students can:

- Locate prospective employers for networking and job leads.
- Quickly view company descriptions, revenue and key contacts.
- Use NAICS codes to search for employers by industry.
 - For a list of NAICS codes visit <https://www.naics.com/search/>

H1-B RECORDS AND INFORMATION

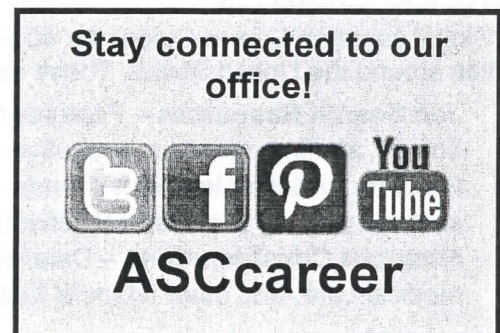
GoinGlobal's exclusive H-1B database provides millions of H-1B visa applications, dating back to 2010, for American employers interested in hiring international talent. This database is especially useful for international students using GoinGlobal.

Using the H-1B database search engine allows students to identify positions, locations and salary ranges based on company name, occupation, industry, and job title. The database can also be used to identify American employers who have a pattern of seeking to hire international professionals with specific skills, enabling students to search for similar opportunities in GoinGlobal's job and internship database.

CONTACT INFORMATION

Center for Career and Professional Success

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Last Update: 11/27/18



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Handshake Quick Start Guide

Students and Alumni

LOG-IN

Go to <https://osu.joinhandshake.com/> and click on *OSU Web Login*

- Log in using your [name.#@osu.edu](mailto:yourname.#@osu.edu) (**not @buckeyemail**) email address and password.
- Forget your password? You'll need to contact <http://8help.osu.edu>

STUDENT DASHBOARD – For You

- Explore opportunities customized for you based on your profile and Career Interests section
- Quickly view favorited or saved employers, jobs, and searches.

BUILD A PERSONAL PROFILE – My Profile, Career Interests

- Add your work experience and project summaries to personalize your profile
- Upload resumes, cover letters, portfolios, writing samples, or other supporting documents
- Publish your profile for a personalized URL to share with employers
- Indicate the types of positions and industries you are seeking
- Select a number of career communities to receive targeted communications, jobs, internships, articles, and events aimed specifically at Arts & Sciences students at OSU.

FIND POSITIONS AND EMPLOYERS – Jobs

- Quickly search for opportunities using given filters like job function, industry, and keyword
- Perform a detailed search by using advanced search filters such as location and GPA
- Review employers' organization industry, overview of products/services, and address
- View organization's available positions posted in Handshake and create a list of favorite employers
- Create a Saved Searches to automate searches you perform on a regular basis and notify you when new opportunities arise.
- Submit applications to positions you're interested in

ATTEND CAREER-RELATED EVENTS – Events tab

- View and search for upcoming events such as workshops, career fairs, and employer info sessions that are sponsored by Career Success or by other career offices on campus
- Review companies attending a career fair and majors being recruited at the event
- Request an appointment with a Career Coach in the Center for Career and Professional Success



RECEIVE EMAILS FROM ARTS AND SCIENCES CAREER SERVICES

- To receive emails about positions recently posted to Handshake and other career development opportunities in your desired field be sure to choose Career Communities in the Career Interests page.
- Add our office email, asccareer@osu.edu, and staff emails to your Safe Senders list to avoid missing important communications from our office.

CONTACT INFORMATION

Center for Career and Professional Success

The Ohio State University

100 Denney Hall, 164 W. Annie and John Glenn Ave, Columbus, OH 43210

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Troubleshooting and Technical Questions

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Stay connected to our office!



ASCcareer

Last Update: 8/14/18



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Are You Career Ready?

To be "career ready", you need to develop the professional competencies that are integral to a successful transition into the workplace. The competencies, which are described below, are developed through a tiered process that involves exposure, engagement, and mastery. Take this self-assessment to 1) increase your awareness of the career readiness skills, and 2) determine how far along you are in the development of each competency.

ORAL AND WRITTEN COMMUNICATIONS

Articulate thoughts and ideas clearly and effectively in written and oral forms to persons inside and outside of the organization. The individual has public speaking skills; is able to express ideas to others; and can write/edit professional emails, and complex technical reports clearly and effectively.

WAYS TO DEVELOP THIS COMPETENCY:

- Take a course on public speaking, business writing, or any other course focused on communication skills.
- Consider blogging or creating a podcast addressing a topic you are passionate about.
- Join a student organization and volunteer to create and edit reports for the group.
- Sign up for a mock interview to practice talking about yourself using self-promotion tactics.
- Take at least two writing intensive courses and work with the Writing Center staff to address writing issues noted by your instructors.
- Join Toastmasters, a group devoted to increasing the public speaking skills of its membership.
- Apply to work as a tour guide for Undergraduate Admissions.

TEAMWORK AND COLLABORATION

Build collaborative relationships with colleagues and customers representing diverse cultures, races, ages, genders, religions, lifestyles, and viewpoints. The individual is able to work within a team structure, and can negotiate and manage conflict.

WAYS TO DEVELOP THIS COMPETENCY:

- Collaborate with others on a class project that requires shared responsibility. Talk through any differences of opinion.
- Create your own team by forming a study group with peers.
- Handle difficult conversations in person, showing respect for other(s).
- Seek out team-based volunteer opportunities like Habitat for Humanity. A good starting point to find such opportunities is Buck-I-SERV (<https://buckiserv.osu.edu/>)
- Join a student organization that utilizes committees; volunteer to serve on one of the committees.
- Any student group/team/organization can do one of the teambuilding programs offered by Ohio State's Outdoor Adventure Center. Consider signing your group up! <https://recsports.osu.edu/outdoor-recreation/outdoor-leadership-and-teambuilding>.

LEADERSHIP

Leverage the strengths of others to achieve common goals, and use interpersonal skills to coach and develop others. The individual is able to assess and manage his/her emotions and those of others; use empathetic skills to guide and motivate; and organize, prioritize, and delegate work.

WAYS TO DEVELOP THIS COMPETENCY:

- Take on a leadership role in a group. Request feedback from the members on your leadership skills.
- Observe the leadership styles of supervisors at your internship site and/or place of employment.
- Consider volunteering to serve on a student advisory council.
- Enroll in an undergraduate leadership course (<https://ehe.osu.edu/educational-studies/hesa/leadership-courses>).
- If you are connected with a mentor, learn about their leadership style.

Remember, leadership can be demonstrated in many ways, both through more informal roles, as well as formal ones.

CRITICAL THINKING AND PROBLEM-SOLVING

Exercise sound reasoning to analyze issues, make decisions, and overcome problems. The individual is able to obtain, interpret, and use knowledge, facts, and data in this process, and may demonstrate originality and inventiveness.

WAYS TO DEVELOP THIS COMPETENCY:

- Develop an action plan with specific steps to solve a problem.
- Offer to assist a work site supervisor with brainstorming solutions to a problem.
- Be a volunteer tutor, assisting peers or K-12 students in the community with various academic subjects.
- Consider helping a faculty member with a research project. Learn about projects via OSU's Office of Undergraduate Research & Creative Inquiry.
- Join a student organization that is focused on addressing a problem that you feel passionate about.
- Track the information published by Ohio State's Discovery Themes programs (<https://discovery.osu.edu/>).

PROFESSIONALISM AND PRODUCTIVITY

Demonstrate personal accountability and effective work habits, e.g., punctuality, working productively with others, and time/workload management. The individual demonstrates integrity and ethical behavior, acts responsibly with the interests of the larger community in mind, and is able to learn from his/her mistakes.

WAYS TO DEVELOP THIS COMPETENCY:

- Review tutorials on writing with a professional tone, and then practice professionalism in your emails to faculty.
- Use a calendar to prioritize work/assignments and meet deadlines.
- Evaluate your social media through the eyes of an employer and determine appropriateness.
- If you have the opportunity to attend a dining etiquette event, consider yourself lucky!
- Ask a supervisor or mentor to provide you with feedback on how you could be more professional and/or productive.

DIGITAL TECHNOLOGY

Leverage existing digital technologies ethically and efficiently to solve problems, complete tasks, and accomplish goals. The individual demonstrates effective adaptability to new and emerging technologies.

WAYS TO DEVELOP THIS COMPETENCY:

- Access thousands of online courses and training videos through Lynda.com training library. OSU provides all students, faculty, and staff with access to lynda.com, an online subscription library that teaches the latest software, creative, and business skills.
- Engage with the resources available through the Digital Union. How can you use their resources to complete course projects? If you are a leader of a student organization, consider setting up a video conferencing meeting for your members-especially if a large percentage of your organization lives off campus.
- Maintain social media pages for a student organization or small business owner.
- Create and write a blog while studying abroad, doing ongoing volunteer work, etc.

CAREER MANAGEMENT

Identify and articulate one's skills, strengths, knowledge, and experiences relevant to the position desired and career goals, and identify areas necessary for professional growth. The individual is able to navigate and explore job options, understands and can take the steps necessary to pursue opportunities, and understands how to self-advocate for opportunities in the workplace.

WAYS TO DEVELOP THIS COMPETENCY:

- Take a couple of weeks to work through Buckeye OnPACE, self-guided career modules that can assist you in learning more about yourself and preparing to enter the workforce (onpace.osu.edu).
- Review the resume samples published by asc-careersuccess.osu.edu. Update your resume to reflect the resume writing guidelines illustrated on the sample resumes. Have your resume reviewed by the Center for Career and Professional Success.
- Review job and internship postings in FutureLink to compare how your skills compare to the skills for which employers are recruiting.
- Participate in a mock interview to learn about the questions employers often ask when recruiting on college campuses.

GLOBAL/INTERCULTURAL FLUENCY

Value, respect, and learn from diverse cultures, races, ages, genders, sexual orientations, and religions. The individual demonstrates openness, inclusiveness, sensitivity, and the ability to interact respectfully with all people and understand individual differences.

WAYS TO DEVELOP THIS COMPETENCY:

- Attend events sponsored by Ohio State's Multicultural Center.
- Attend a religious service with a friend whose faith differs from yours.
- Volunteer at an off-campus organization that focuses on assisting people from other countries.
- Attend programs hosted by Global Engagement, a unit within Ohio State's Office of International Affairs, that provides opportunities for international and domestic students to experience our diverse campus culture.
- If you're more comfortable with one-on-one interactions, consider participating in the English Conversation Program, <https://oia.osu.edu/workshops-and-events/english-converstaion-program.html>.

Now that you have a better understanding of the skills needed to be "career ready", an essential next step is to determine how far along you are in the development of each competency with respect to the exposure-engagement-mastery continuum. Each competency is developed through a process that begins with exposure and ends with mastery. Consider the following definitions and example from a leadership development process.

Exposure: involves learning about how to perform a skill through readings, lecture, viewing videos, etc.

Engagement: applying the information gained during the Exposure phase; practicing the skill

Mastery: obtaining feedback on how well you applied the skill; having the opportunity to apply the skill again to test out how well you are improving in performing the skill

Exposure: hearing a CEO talk on campus about her success in enhancing diversity within her company

Engagement: applying a course reading on enhancing diversity in corporate America to a class discussion on promoting diversity within student organizations

Mastery: applying ideas from the class discussion while consulting with a student organization; obtaining feedback from the organization's president and faculty advisor on the effectiveness of the diversity plan

Use the table on the following page to raise your awareness of the skills you currently possess and to identify skills to enhance over the next 12-24 months. Taking this step will provide you with the information needed to 1) describe your qualifications using terminology that is commonly used by employment recruiters and hiring managers, 2) set goals for enhancing your skills, and 3) prepare for interview questions that are directed at helping the employer rate your competencies against the skills possessed by other candidates.

Competency	Current Level of Development	Ideas for Further Skill Development
Oral & Written Communications	Exposure Engagement Mastery	
Teamwork & Collaboration	Exposure Engagement Mastery	
Leadership	Exposure Engagement Mastery	
Critical Thinking & Problem-Solving	Exposure Engagement Mastery	
Professionalism & Productivity	Exposure Engagement Mastery	
Digital Technology	Exposure Engagement Mastery	
Career Management	Exposure Engagement Mastery	
Global/Intercultural Fluency	Exposure Engagement Mastery	



Constructing Your Career Plan

Branch Out - Expand Your Horizons

Career

- Activate your Handshake account to begin learning about available opportunities, receive announcements about resume builders, jobs, career events, and recommended resources.
- Explore OnPACE, a self-guided series of career modules that can assist you in learning more about yourself, your major and how to prepare to enter the workforce. <https://onpace.osu.edu/>
- Utilize Career Counseling and Support Services, if you're not sure about a career path. <http://ccss.osu.edu/>
- Create a list of previous jobs, internships, volunteer experiences or courses and look for patterns to define your strengths, interests and skills.
- Meet with a Peer Career Coach to learn how to best market your qualifications on your resume.
- Start creating a strong, positive online presence.
- Attend career and internship fairs to learn about additional types of opportunities that might interest you.
- Follow ASC Career Success on social media.
- "Explore OnPACE, a self-guided series of career modules that can assist you in learning more about your self, your major and how to prepare to enter the workforce <http://onpace.osu.edu/>

Academics

- Take a variety of courses and explore adding a minor or double major that will facilitate your career goals.
- Position yourself for academic success by studying hard, obtaining tutoring if needed, and keeping your GPA up.
- Attend your professors' office hours to begin building strong relationships.
- Discuss your degree plan with your academic advisor to identify where you'll be able to fit in an internship, volunteer experience, study abroad or other resume builder.

Beyond the Classroom

- Open yourself up to new people, ideas and experiences you will encounter on and off campus.
- Become an active member of a student organization related to your major to learn what other students with similar career goals are doing for their career plan.
- Consider other resume builders (e.g., research, studying abroad, peer advising) that could be beneficial for someone with your career goals.
- Explore options for global experiences – study a foreign language, study/intern abroad, volunteer locally with an organization that serves people from other countries.

Discover - Strategize and Find Opportunities to Develop Your Resume

Career

- Create a list of employers you'd be interested in working for. Research who hires individuals looking to do the work you want to do.
- Review the Arts and Sciences Career Success events page for workshops to sharpen your skills.
- Schedule an appointment with a Career Prep Advisor in Arts And Sciences Career Success to identify opportunities to strengthen your resume.
- Conduct informational interviews and attend panels with alumni or other professionals in your intended field to gain insights and advice. Ask what you can do to close any qualifications gap on your resume.
- Brush up on your interviewing skills by scheduling a mock interview with Arts and Sciences Career Success <http://asc-careersuccess.osu.edu/students/services/mockinterviews>
- Identify opportunities to gain not only industry specific skills but also transferable skills; get in the habit of seeking them out early as many have applications deadlines well in advance of the actual start date.

Academics

- Utilize your academic advisors as a resources for course suggestions to help you develop skills and explore your career interests.
- Begin researching requirements and admission procedures for graduate schools, if your career requires an advanced degree.
- Share your career goals with advisors and faculty members who may receive information about upcoming internship or career opportunities through their network.

Beyond the Classroom

- Take a leadership role in a class, project or student organization.
- Reflect on and evaluate the steps you've already taken in your academic and career plan, is there anything you'd like to change moving forward? What else do you still need to accomplish?
- Join the student chapter affiliated with the professional associations in your field(s) of interest.
- Explore and consider opportunities to conduct research in your field.

Connect - Execute Your Strategy

Career

- Make an appointment with a Job Search Advisor at Career Counseling and Support Services to ensure you're on target to meet your goals for obtaining career employment.
- Reevaluate the list of employers you want to target and research if and when they'll be on-campus.
- Visit career fairs to discuss your search with recruiters at companies you're interested in working for.
- Attend information sessions with employers hosting webinars or visiting campus to learn more about their available opportunities.
- Network with professionals in your targeted industry via LinkedIn or networking groups.
- Update your resume and visit a Peer Career Advisor or submit your document for an online review to Arts and Sciences Career Services.
- Use Handshake to apply for career employment after graduation.
- Consider your career network. Reach out to former supervisors, faculty, and individuals you meet through family, friends, and campus clubs – anyone who can help you with your career search.
- Ask contacts in your network for LinkedIn endorsements and recommendations.
- Have your resume critiqued by someone in your target field. Can they suggest keywords or other ways to enhance your resume?
- Create an outreach plan with Career Connection and Support Services to reach employers who don't recruit on campus.

Academics

- Meet with an academic advisor to confirm your remaining degree requirements.
- Work with your faculty and academic advisor to apply to graduate or professional schools.
- Consider who you can utilize as a reference or recommender. Think about your previous bosses, professors, etc.

Beyond the Classroom

- Continue to be active on campus by assuming leadership roles.
- Connect with employers you met through student organizations.
- Seek additional networking activities through student organizations to meet with recruiters and hiring managers in industries you're targeting.

When reviewing the above bullets, circle three that you feel confident you can accomplish. Find three others that you feel will present a challenge. Are you able to identify a campus resource to assist you in working through each challenge?

Keep in mind that you can be undecided about your career goals while gaining experience outside of the classroom. Don't let career indecision hold you back from experiences that will allow you to build transferable skills (i.e., the skills needed to succeed in any work environment like teamwork and business writing), expand your network of contacts, and broaden your overall marketability. Chances are you will be able to decide upon a career path while building your resume's foundation via an internship, volunteer role, research position or another type of resume builder!