

THE CAREER MONTHLY

SUMMER EDITION

INSIDE THIS ISSUE:

Introduction	1
Summer career to-do list	1
Resume and cover letter Q & A	2
Career competencies	2
"Know you, do you": Self-reflection	2
LinkedIn 101	3
1-min. elevator pitch	3
Networking 4 life	3
KSUT office of career services	4

REMEMBER:

"A job is how you make money. A career is how you make your mark. A calling is how you acknowledge a higher vision, whatever it may be."

~ Deepak Chopra

INTRODUCTION

Welcome to the newsletter issue of *Career Monthly*, brought to you by the Kent State Trumbull's Office of Career Services.

The newsletter will provide you information, resources and tools to help guide you through your career planning journey!

Do not hesitate to reach out to the Career Services Coordinator, Tiffany Tyree, for any career related assistance. Her email is ttyree@kent.edu and the office is

located in the Student Services Building, Room #143. Find all issues of *Career Monthly* on the KSUT Career Services webpage.



SUMMER CAREER TO-DO LIST

- ⇒ Revise and review Resume.
- ⇒ Create a generic Cover Letter (that can be altered per job application).
- ⇒ Review the 8 Career Competencies and list experiences that align with each competency.
 - If you do not have experience in a specific competency, list what you can do moving forward.
- ⇒ Create a LinkedIn account and profile.
- ⇒ Start Networking and building professional relationships (over email, on the phone, through LinkedIn, virtual career fairs).
- ⇒ Participate in Self-reflection and Exploration.
 - Journaling
 - Career assessments
 - Talking/interviewing with people in career fields of interest
- ⇒ Develop a 1-min. Elevator Pitch.
- ⇒ Search for Jobs of interest and create a spreadsheet with job titles, qualifications and job responsibilities.

KNOW YOUR CAREER RESOURCES:

KSUT Office of Career Services— <https://www.kent.edu/trumbull/career-services>
 KSUT Career Cabinet—<https://tinyurl.com/KSTCareerCabinet>

RESUME & COVER LETTER

Q: How many pages should my resume be?

A: 1 pg ideally, 2 pgs maximum.

Q: What if I do not have a lot of work experience for resume?

A: Think about anything that could be relevant to the job you're applying for (ex. Significant coursework, specific projects, volunteer work).

Q: How do I trim down my resume?

A: Change margins and space; avoid lengthy bullet points; take out "references available upon request"; remove non-useful information.

Q: How long is a cover letter?

A: No more than 1 pg.

Q: What are keys to a strong resume?

A: Tailor resume for each job you're applying for; include soft skills; use solid action verbs; proofread resume.

Q: What information is needed in a cover letter?

A: Position you're applying for; basic reasons for applying; your qualifications; work experience, accomplishments; reasons why you desire to work for specific employer; express why you're qualified and your interest for an interview.

Q: What do I do if I need help?

A: Contact Career Services Coordinator and review career resources.

Q&A

DID YOU KNOW?
Ketchup was sold as medicine in the 1830s.

CAREER COMPETENCIES

The National Association for Colleges and Employers developed eight competencies for career readiness. These competencies prepare students to successfully transition into the workplace.

1. Critical Thinking/Problem Solving
2. Leadership
3. Professionalism/Work Ethic
4. Digital Technology
5. Teamwork/Collaboration
6. Oral/Written Communication

7. Career Management

8. Global/Intercultural Fluency

***The 4 competencies employers value the most are critical thinking, teamwork, professionalism, and oral/written communication.*

***The competency employers feel graduates are the least proficient in is career management.*

HOW TO ACHIEVE COMPETENCIES:

- ⇒ Do your best in class.
- ⇒ Get involved on campus and in the community.
- ⇒ Find part-time jobs and volunteer opportunities.
- ⇒ Get to know yourself; be able to articulate your strengths and qualifications.

"KNOW YOU, DO YOU": SELF-EXPLORATION

Self-reflection and exploration helps you create your personal brand. Your personal brand is how you market yourself to the professional world and is used for networking.

⇒ Write it all down.

*Strengths, talents, experiences, values, passions, what's important to you, etc.

⇒ Consider taking career assessments.

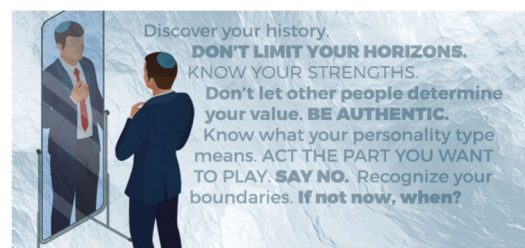
- *O*Net Interest Profiler
- *CareerOneStop Interest Assessment
- *Career Aptitude Test(123test.com)
- *Focus 2(for KSU students only)

⇒ Research careers that match who you are.

- *Occupational Outlook Handbook
- *CareerOneStop
- *In-Demand Careers
- *Current Job Postings (weekly KSUT jobs email)
- *Indeed.com

My boss told me to have a good day...

so I went home.



LINKEDIN 101

"Facebook for your career."

LinkedIn is the #1 job search, business news and professional networking app.

It is free to create an account and profile.

LinkedIn can be used to build your brand, find and apply jobs, research employers, create connections

with professionals, blog, and participate in interest groups.

LinkedIn profile includes:

- *Professional photo
- *Headline
- *Summary
- *Work experiences
- *Honors & awards
- *Projects
- *Coursework
- *Skills & expertise
- *Organizations
- *Volunteer experience
- *Education
- *Recommendations

PROFILE TIPS:

- ⇒ Use a catchy headline that sells yourself.
- ⇒ Put some thought into your summary.
- ⇒ Get recommendations.
- ⇒ Do not be afraid to request connections.
- ⇒ Post statuses and updates about yourself regularly.
- ⇒ Join professional groups.
- ⇒ Keep your profile updated.



1-MIN. ELEVATOR PITCH

DEFINITION:

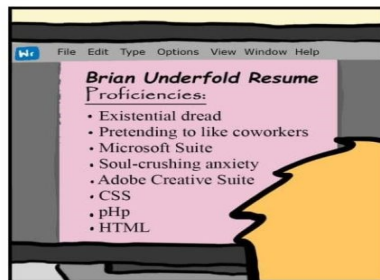
Quick, personal, and persuasive selling statement.

USES:

- *For Career fairs
- *Emails
- *Cover letters
- *Professional interactions

WHAT TO INCLUDE:

- *Who you are.
- *Your specific goal/career interest.
- *Demonstrate your interests and experiences in the field with examples of things you've already completed.
- *A question or request for assistance.



THEUNDERFOLD.COM BY BRIAN RUSSELL

THE "411" ON NETWORKING

WHY NETWORK?

- ⇒ Develop your career.
- ⇒ Discover new opportunities.
- ⇒ Build connections with others.
- ⇒ Gain insight and share information.
- ⇒ Develop and improve skill sets.

STEPS TO

NETWORKING:

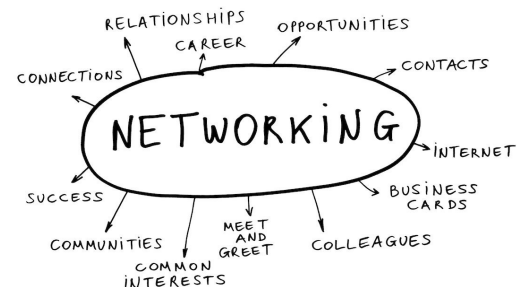
- *Personal Branding
 - > Solid understanding of self.
- *Preparation
 - > Resume
 - > LinkedIn
 - > Elevator pitch
 - > Review social media accounts for professionalism

*Action

- > Get involved.
- > Make connections.
- > Utilize social media.

*Maintenance

- > Keep in contact with connections.
- > Share and exchange information.
- > Know and use your resources.



"Ask yourself if what you're doing today is getting you closer to where you want to be tomorrow."

KSUT Office of Career Services
is here for you..
Even in the summertime!

Page 4

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OFFICE OF CAREER SERVICES

- The office can assist you with the following:
 - ⇒ Major and Career Exploration
 - ⇒ Graduate Studies
 - ⇒ Resume and Cover Letter Development
 - ⇒ Interview Preparation
 - ⇒ Career Search Assistance and Guidance
 - ⇒ Job and Internship Opportunities

CAREER RESOURCES:

KSUT Office of Career Services—<https://www.kent.edu/trumbull/career-services>
KSUT Career Cabinet—<https://tinyurl.com/KSTCareerCabinet>

Exploring Careers

K T W Z G N F I O H J O B S H A R I N G M X N P
H G D D E I C A R E E R K O E G V A L U E S Z L
C L D N N O O I C E I H I P H B F O I L H W O K
B O C Y D J L R M C M C S N A H S E C I V R E S
K B A O E W E O R O J R S X T P T Z T Z T W F O
R A R N R M A E T N O A E V E E T G O T R T I Y
F L E O E A R L D O B E N U L M R I U R E E T Q
P E E I Q C N A V M S S E D Y A U N T L N W E Y
E C R T U L I N A I H E R F T V Q Q S U D Q L T
R O C C A Y N E B C A R A R S N K L O H D U E I
U N L U L M G J I V D L W M E B A T U S I E C L
T O U R I O S E L A O L A W F Z W J R F C P O A
C M S T T N T X I L W I F F I O O C C U X M N
E Y T S Y O Y F T U I K C L S D B I K Z S M O
T Y E N M C L W Y E N S E F K N S M N K T G U S
I N R O T E E F O S G V S P E L N A G J D F T R
H P S C X P S B G L L A B O R F O R C E D U E E
C H C T E M I T L L U F Z B T C H K R T T U O P
R N I S A E R A T S E R E T N I R E E R A C Q G
A M E C R E M M O C E E G V N U E T S T R A I T
E K L S G U Y T I S R E V I D E C R O F K R O W
N K J W E I V R E T N I Y R O T A R O L P X E U
M O O Z B T Z S D O O G S T S E R E T N I D R A
B N O C C U P A T I O N U W W O R K V A L U E S

arts	internship	jobshadowing	exploratoryinterview
research	careerinterestareas	careerclusters	construction
architecture	flextime	telecommute	outsourcing
jobsharing	workforcediversity	team	trend
genderequality	Ecommerce	laborforce	jobmarket
globaleconomy	services	goods	economy
lifestyle	fulltime	career	occupation
job	economicvalues	workvalues	values
skill	aptitude	personality	ability
interests	Learningstyles	selfawareness	

