



Supporting Your Student in **CAREER SERVICES**

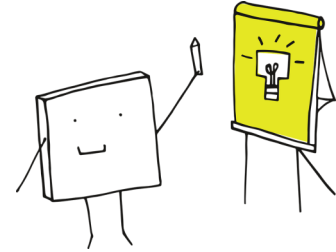
A Guide for Parents and Families

Career Services provides tools and resources to help your student prepare for their post-graduation plans. Building relevant experience is key!

Encourage your student to become occupationally literate.

Your student can:

- Meet with a career counselor.
- Take career inventories/assessments (Strong, MBTI, and Focus2.)
- Visit with an academic advisor.
- Research career fields and employers online.
- Pursue extra-curricular activities, such as involvement in campus organizations, volunteer work, or study abroad experiences.
- Explore career options by completing internships, job shadows, summer employment, or volunteer work.
- Expand their network by talking with professionals in their field of interest and building a LinkedIn account.



There's a class for that!

UNST 110 Major Exploration is a 1-credit class designed to help students choose a major. **UNST 310 Career Professional Development Seminar** helps students refine their career goals and prepare for next steps.

Emphasize the importance of internships.

Why pursue an internship?

- Develop communication, problem-solving, and administrative skills.
- Employers often hire from within their own internship programs.
- A strong letter of recommendation from an internship supervisor may tip the scales in your favor.



Advise your student to build a resume.


Our staff provides resume feedback via in-person and virtual appointments.

Writing a resume helps your student:

- Identify skills and experiences desired by employers.
- Secure a job interview.
- Demonstrate professional writing ability.

Participate in a Career Services event.

The Career Prep Series includes panel presentations, workshops, career fairs, and an etiquette dinner. See the [Career Services Events](#) page for information about upcoming events.

Encourage your student to visit  **Handshake** to search employment opportunities and internships!

Visit us!

Murphy Center 374 | Monday-Friday | 9am-4pm | 608.796.3828 | www.viterbo.edu/career-services