

SUMMARY OF SERVICES

CAREER GUIDANCE

Individualized Career Assistance is available to help you decide on a major and understand opportunities within your specific field. We also offer the following online resources:

- **Focus 2:** Web-based tool to help you understand how your values, interests and skills relate to various careers; suggests career pathways and provides career information on several hundred occupations. Individualized interpretation is offered as follow-up.
- **Myers-Briggs Type Indicator (MBTI):** Widely used in determining how personal preferences fit in with lifestyle, work environment and various occupations.
- **CliftonStrengths Assessment:** Assesses interests and compares your individual profile to hundreds of professional occupations; useful in guiding your selection of a major as well as a career path.

CAREER-RELATED ASSISTANCE

- **Columns CareerLink:** Search for job and internship openings 24/7 and register for career-related events. Explore on-line databases with local, national and international listings.
- **Resume and professional correspondence:** Develop your resume, write business correspondence and compose graduate school essays.
- **Workshop series:** Programs are offered throughout the school year on topics ranging from resume writing to professional etiquette.
- **Mock interviews:** Practice a job, internship or graduate school interview **before** the actual interview!
- **Individual appointments:** Meet with a Licensed Professional Counselor (LPC) to discuss choosing a major, deciding on a career field or other career related needs.

ON-CAMPUS RECRUITING AND CAREER FAIR

Over 60 organizations come to Westminster to recruit every year through conducting interviews, presenting informational sessions or attending the annual Career Fair. Representatives offer full-time employment, internships or opportunities for graduate study.

CENTRALIZED INTERNSHIP PROGRAM

Our Internship Coordinator acts as a liaison between you, the job site and the faculty.

- You can **earn academic credit** while undertaking professionally-supervised work experiences related to your academic program and career interests.
- Internship opportunities are **publicized** to students.
- **Local, statewide, national and international opportunities** within your career and academic interests are available.
- Students can participate in internships during the **fall, spring or summer** on a part-time or full-time basis.

GRADUATE & PROFESSIONAL SCHOOL INFORMATION

- Personalized assistance with the application process.
- Specific test preparation study guides and CDs.
- Seminar on "How to Get Into Highly Competitive Graduate Programs."
- Tips on how to write a strong personal statement.

CAREER RESOURCE CENTER AND LIBRARY

- **Online career resources:** Career information on different industries is available online through well-respected sources such as Focus 2 and our website.
- **General resources:** Over 200 print resources on resume writing, interviewing, internships, and career information are available for checkout. Numerous test preparation guides for a wide variety of entrance exams for graduate/professional schools are also available.
- **Organizational information:** Corporate and non-profit literature is available on both domestic and international organizations.