



# WESTMINSTER COLLEGE

CENTER FOR CAREER DEVELOPMENT

## 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.
- **Strong Interest Inventory (SII):** Assesses interests and compares your individual profile with successful individuals in hundreds of professional occupations; useful in guiding your selection of an academic 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 hundreds of local, national, and international listings.
- **Going Global:** Includes international job and internship openings and country specific employment information.
- **Vault:** Career Insider by Vault is a web-based system that gives you career information and valuable insight into hundreds of occupations.
- **Resume and Professional Correspondence:** Develop your resume, write business correspondence, and compose graduate school essays.
- **Athlete Network:** Assists current athletes with making career connections for jobs, internships, and networking.
- **Workshop Series:** Seminars 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, 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. *Here are some quick facts:*

- 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 and advice 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 including Vault, 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.

Center for Career Development, Newnham Hall, Lower Level

Phone: (573) 592-5381 | Fax: (573) 592-5217

[careersrv@westminster-mo.edu](mailto:careersrv@westminster-mo.edu) | [www.westminster-mo.edu/studentlife/career](http://www.westminster-mo.edu/studentlife/career)