

Name: _____

Career Plans *: Develop career plans for job search, moving up in existing job, starting a business, graduate school and/or whatever you have planned for your career post-university life. Consult web resources for research and networking.

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**Either use this template or write in narrative form*

Career Plans	Career Search	Job Promotion	Start a Business	Graduate School	Combination and/or Other Plans
Research: What do I need to research?					
Networking: Select Mentors/ Attend KSU Alumni Networking events Join Web 2.0 Community: KSU Senior Network Experience					
References: Get at least three references					

Resume: Write Edit Post on Owl Link					
Values & Skills:					
Interviewing Skills: Practice at KSU Career center					
KSU Career Services: Attend Career Fairs & Career Seminars					
Create Portfolio: Self Knowledge for Interviewing, applications for career, graduate school, starting a business					
Other: What					

other plans do you have?					
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Career Plan Resources: From *The Complete Graduate: A Workbook for College Seniors*

Part III GO: Time to Start Career-Hunting

- 3.1 Most common mistakes made by seniors**
- 3.2 Utilizing your Career Services Center**
- 3.3 Identifying work values and skills**
- 3.4 Researching your career**
- 3.5 Cover letters**
- 3.6 The resume as a sales tool**
- 3.7 The interview as a sales pitch and Thank You Letters**
- 3.8 Dealing with rejection**
- 3.9 Choosing the right offer**

Web Resources for Part III

KSU Career Services: Provides information on the career search process
<http://careerctr.kennesaw.edu/>

KSU Career Services: Resume Checklist
<http://careerctr.kennesaw.edu/ResumeChecklist.htm>

KSU Career Services: Interviewing
http://static.jobtrak.com/job_search_tips/interv.html

KSU Career Services: Salary Information
<http://careerctr.kennesaw.edu/Salary.htm>

**KSU Senior Year Experience Program: College Senior Resources
On KSU Campus:**

http://www.kennesaw.edu/university_studies/senior_year/ksu_resources.htm

Other Resources:

http://www.kennesaw.edu/university_studies/senior_year/other_resources.htm

United States Department of Labor: Provides information on careers

<http://www.bls.gov/>

United States Chamber of Commerce

<http://www.uschamber.com/default>

International Chamber of Commerce

<http://www.iccwbo.org/>

Georgia Chamber of Commerce: Research and Networking for Careers in Georgia:

<http://www.gachamber.com/>

University System of Georgia Career Fairs: Link to USG System Institution – Consult Career Center for each institution - According to our KSU Career Service Center, you may visit career fairs at other system schools using your KSU Student ID. Also, we have a reciprocal

Program with most colleges in the United States to use their Career Service Center – in order to do that you need a letter from our Career Services Director Karen Andrews (for more information call KSU Career Services at 770 423 6555.

<http://www.usg.edu/inst/index.html>

Galileo Career Fairs: University System of Georgia

<http://www.usg.edu/galileo/internet/jobs/jfairs.html>

Georgia Hire: University System of Georgia Website for College Students

<http://www.georgiahire.com/students.html>

Quintessential Career Search: Provides information on resume writing, interviewing, salary negotiation and more:

<http://www.quintcareers.com/>

Quintessential Career Search: Creating a Portfolio

<http://quintcareers.4jobs.com/MKT/Content/JS/Default.asp?pg=Portfolio>

American Council on Education: Salaries of College Graduates

<http://www.acenet.edu/hena/feature/index.cfm>

Atlanta Book of Lists: Research on Companies in Atlanta Area

http://www.bizjournals.com/bookoflists/atlanta/list_index.html?sid=543bf90d9b48cc8b40620203d23b168f