

CAREER INFORMATION BRIEF #42 A little thing called "Confidence"



The Centre for Career Education is excited to present the 42nd monthly career information brief. The purpose of these career information briefs is to provide faculty and staff with timely information which they can use to assist students who are inquiring about more career specific information.

Introduction

The foundation for all success in a job search, work, or play, is based upon confidence. Confidence is a choice. Not only a choice, but a skill one can develop. You can train yourself to become confident in the same way that you can train your muscles to become larger and stronger. Confidence is more than an attitude. It comes from knowing exactly where you are going. It comes from a strong sense of purpose. It comes from a strong commitment to take responsibility, rather than just letting life happen.

It Begins with a Belief in Yourself

It is so important to believe in yourself. Believe that you can do it, under any circumstances, because if you believe you can, then you really will.

Confidence is not just a belief you can do it. Confidence is knowing you can do it. Knowing that you are capable of accomplishing anything you want. Confidence is knowing that anything can be achieved through focused determined effort, and commitment.

Eliminate Fear

Never let fear be your biggest enemy. Fear holds so many people back from ever reaching their true potential. Realize that fear is self-created, and as such you have the power to destroy it.

Recognize that fear comes from within. That is the reason so many people can experience the same scenario and each one have a different reaction to it. Anything that you self-generate you can also control.

Confidence is a Paradox

For many, confidence is the most difficult type of mental strength to develop.

First, you need to eliminate all negative statements aimed at yourself. No matter how bad you fail at something, never, ever refer to yourself in a negative way.

Understand this: **Actions fail, individuals do not.** In other words, you failed at something because of what you did or did not do, not because of *who you are*.

Actions can be changed. Failure is a temporary state that can be turned into success by taking the right action. Believing this is the key to developing a winner's mindset.

Second, learn to disregard negative statements from others. Negativity surrounds us all. There will always be someone telling you that you can't achieve your goals. They might say they are "only looking out for your best interests" and provide you with several "logical" reasons why you might fail. But no matter how right they appear to be, you must reject this or it will impede your ability to achieve your goals.

Negativity often comes from those closest to you. Sadly, those who have failed to achieve their *own* success often try to prevent others from achieving it as well. You must be able to completely disregard that negativity or it will hold you back from your true potential.

No matter what someone says to you or who it is that is speaking, the only way it can have any impact on you is if *you choose to believe it*. You must learn to reject every negative statement made toward you. By learning to reject both internal and external negativity, you will begin to develop and master your own self-confidence.

Third, never think in terms of *maybe, probably, or possibly*. You must use conviction and speak to yourself in absolutes. Develop the habit of telling yourself repeatedly that you are capable of achieving whatever goal it is you have. The more you tell yourself you can, and the more methods you use to do so, the more effective it will become.

In Conclusion

Be Confident, Not Arrogant! Remember, confidence is *believing* you can achieve something; arrogance is *telling* everyone that you will. You are the only one who needs to believe this anyway. Everyone else's opinion is irrelevant. Commit yourself to this process, practice it without wavering, be patient and realistic when setting goals and you will soon find confidence to be one of your greatest assets.

Resources Available to University of Windsor Students

The Centre for Career Education offers a wide variety of programs and services that can assist students with career development including:

- a. Vocational assessments to help identify potential career paths and choices
- b. 1-1 Career Advising
- c. Experiential learning programs such as Volunteer Internship Program and EXCEL Leadership Program
- d. Assistance with resume and cover letter writing, job search planning, and interview preparation and practice through Mock Interview sessions

For a complete list of services visit our website at <http://www.uwindsor.ca/cce>

To help students prepare for work the Centre for Career Education offers the following resources:

- Resume Clinic – Please check website for Summer hours
- Online resume critique – resume@uwindsor.ca
- Career/Vocational Advising (by appointment) Room 111 Dillon Hall. To register for an appointment go to <https://career.uwindsor.ca> or click on **myCareer** via the student portal at <https://my.uwindsor.ca>, create an account and review and register for appointments on the events calendar.
- 1-1 resume, job search, mock interview with employment advisor. To register for an appointment go to <https://career.uwindsor.ca> or click on **myCareer** via the student portal at <https://my.uwindsor.ca>, create an account and review and register for appointments on the events calendar.
- Pathways to Success instructional workshops focusing on career planning and development of employment readiness skills. To register for workshops go to <https://career.uwindsor.ca> or click on **myCareer** via the student portal at <https://my.uwindsor.ca>, create an account and review and register for workshops on the events calendar.
- CCE Resource Page on myCareer. Interactive modules provide a depth of information on the career planning process, self assessment, research and career exploration, developing a career plan, preparing for a job search, resume writing, interview skills development, salary negotiation, graduate school information etc... To access the CCE resource page, go to <https://career.uwindsor.ca> or click on **myCareer** via the student portal at <https://my.uwindsor.ca>, create an account and click on the resource page tab at the top of the dashboard.
- Optimal Resume and Optimal Interview. Located on the myCareer resource page, these online interactive resources take provide instruction and guidance through all of the steps of preparing an industry specific resume and preparing for an interview. Students can develop resumes and record interviews online which can be submitted to CCE staff for evaluation and critique. To access the Optimal Resume and Optimal Interview programs, go to <https://career.uwindsor.ca> or click on **myCareer** via the student portal at <https://my.uwindsor.ca>, create an account and click on the resource page tab at the top of the dashboard.

Plan, Experience, Achieve! University of Windsor, Centre for Career Education,
<http://www.uwindsor.ca/units/cce/Main.nsf/inToc/B9C35395B98AA0FF852570810048001D?OpenDocument>