

## **CAREER INFORMATION BRIEF #46 Using a University Education to Prepare for a Job**



The Centre for Career Education is excited to present the 46<sup>th</sup> 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**

There is a mistaken belief that a university degree and a high GPA will guarantee a job upon graduation. In a study by the National Association of Colleges and Employers, GPA was ranked only 17<sup>th</sup> out of 20 attributes employers want. For most positions, skills and character determine career success; a university degree guarantees neither.

### **What do Employers Want?**

Employers don't want just degree holders; they want professionals who have the general skills that every job demands: skills like problem-solving, working with people, writing well and ability to use a variety of computer applications.

Students need to envision the ideal resume they want to have by the fall of their senior year. That resume should provide clear evidence to employers that they have the requisite experience to have developed the right professional skills. These experiences might include:

- Resident Advisor to show communication, problem solving and work ethic skills
- Reporter for the school newspaper to show evidence of writing skills.
- A steady record of community service to show caring for others.
- High-quality summer internships to show that they were already "hired" and had the opportunity to further develop their skills.
- A university job with management responsibilities to show attention to detail, managing people and work ethic.
- A telephone sales or survey job, or some other customer service orientated work to show communications skills and the ability to deal with rejection.
- Research project with a professor to show higher level analytical and information gathering skills.
- Courses that emphasize writing and team projects to show the ability to work well with others.
- Treasurer for a student organization to show money management, attention to detail and leadership skills.

### **In Conclusion**

Students need to understand that coursework serves only as a starting point. The proof is in the doing in the world of work outside the classroom. Career-ready university graduates see everything they do in their three or four years of school as an opportunity to improve their skills.

### **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 Fall hours

- Online resume critique – [resume@uwindsor.ca](mailto: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.