

FACULTY GUIDE TO CAREER SERVICES

2023-2024



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Purpose of the Guide

In today's fast-paced world, we must prepare students for the professional realm by connecting their valuable academic training to competencies they will employ in their careers. This guide aims to equip faculty with knowledge of a wealth of resources and services that educate and empower students. The University of Georgia Career Center's mission is to prepare UGA students and alumni for meaningful opportunities after the Arch through career exploration and decision-making, job search skill development, experiential learning, career employment, employer relations, university partnerships, and mentorship. We recognize the crucial role our faculty play in achieving this mission.

Inside this guide, you'll discover a wealth of career development resources to support conversations and courses you have for students exploring career pathways. Say goodbye to guesswork and time-consuming searches for relevant resources! With our guide, you'll effortlessly tap into a wealth of information, ensuring students have access to the finest career preparation opportunities available. By leveraging the expertise of career consultants and seasoned professionals, faculty members become the guiding force that propels students toward their dreams. Our easy-to-navigate resource guide breaks down complex Career Center offerings into user-friendly sections, making it a breeze for faculty to explore and integrate these resources into their curriculum.

Embrace the power of collaboration, and together, let's shape our future leaders, one student at a time.

A Quick Overview of Career Center Services

The Career Center provides a wide variety of services to UGA students and alumni, including:

- Interview Prep
- Graduate/Professional School Exploration
- Job & Internship Searching
- Career Fair Prep
- In-Person or Online Networking Tips
- Evaluating Job Offers
- Resume/CV & Cover Letter Reviews
- Portfolio Review
- Major & Career Exploration
- Professional Etiquette & Networking
- Employer Communication & Research
- Salary Negotiation

Individual Career Counseling – Career Consultants are available to meet individually with students at any point during their time here at UGA. To find out the name and contact information of their designated career consultant, visit our website, www.career.uga.edu. To schedule an appointment, students may log in to their Handshake account or call 706-542-3375.

Moreover, career consultants also support academic integration of career development by working with faculty members. Consultants can conduct in-class workshops or presentations on a variety of topics to support professional development in and beyond the classroom.

Drop-In Hours – Have a quick question? Students may stop by the Career Center Multipurpose Room from 11 a.m. until 2 p.m., Monday-Friday during fall and spring semesters, to meet with a Career Center team member for 10-15 minutes. No appointment is necessary.

Arch Ready Professionalism Certificate – This program includes a series of workshops designed to help all students prepare for professional life after graduation. Students who complete the program will receive a certificate and valuable career management skills.

A Quick Overview of Career Center Services

Handshake – This internship and job board helps UGA students and alumni land meaningful opportunities. Students may use this platform when looking for internships and jobs, including part-time, full-time, and on- and off-campus opportunities.

Mock Interviews – As students pursue internships for program requirements or even begin to search for full-time jobs, they need to hone their interviewing skills. Students are welcome to schedule a practice interview with their career consultant using their Handshake account to help them prepare.

Career Assessments – We have a range of assessments that help us students reflect on the career or major fit and their personality, interests, values, and skills. Students may view our variety of career assessments and take them online.

Explore Labs – Students may attend small-group sessions held throughout each semester, to learn about the tools and resources used to explore major options at UGA. To see the full listing with dates and times, visit the [Career Center Calendar](#).

Intern for a Day – For students who would like to shadow professionals before committing to applying for full internships, we offer the Intern for a Day program. Find more info [here](#).

Online Career Guides & Resources – Under the Students tab on the Career Center website, check out the Resources section. The [Career Guides link](#) and [Online Resources link](#) contain additional tools, including our [Graduate Student Guide](#), [International Student Career Guide](#), [Federal Resume Guide](#), and more.

UGA Mentor Program – We are personalizing the networking experience; connecting students with alumni mentors that are just right for your commitment. Learn more [here](#).

To access a full list of services, visit the Career Center Website,
www.career.uga.edu.

Are Your Students Career Ready?

In today's competitive job market, it is crucial to bridge the gap between academia and the skills demanded by employers. As educators, we have the responsibility to equip our students with the necessary career competencies that go beyond theoretical knowledge. By connecting academics to career competencies, we empower students to excel in their chosen professions and thrive in a rapidly evolving world. Here are the competencies that employers seek that you are likely to cultivate through your courses and experiential learning activities:

- **Critical Thinking** | Activities and experiences that cultivate the ability to use, gather, and analyze relevant information to make sound reasoning, judgment, or decisions develop critical thinking skills.
- **Communication** | Being able to effectively communicate information to a range of audiences is a key skill faculty members develop in students through intentional course design.
- **Teamwork** | The ability to build and maintain cooperative relationships to accomplish a common purpose is a valuable skill to use from the classroom to corporate America.
- **Technology** | There is a range of technical skills developed in the classroom through learning requirements (e.g., projects, homework, group work) that introduce students to programs and teach them how to leverage the knowledge of technology for efficiency.
- **Leadership** | Faculty engage many methods to help students develop leadership competencies: the ability to leverage the strengths and skills of a group, and motivate members of the group to progress in a particular direction.
- **Cultural Awareness** | Contributing to cultivating belonging is essential from the classroom to the workplace. Faculty contribute to cultivating this competency is accomplished through a variety of program requirements, courses, services, and more.
- **Professionalism** | College provides a unique opportunity to develop effective habits for success in society. The ability to act with integrity, dependability, and operate appropriately for the context reflects the level of professionalism, a skill that faculty mentor and encourage through day-to-day interactions.
- **Career & Self-Development** | Faculty often help students become aware of their strengths, opportunities for growth, and resources to leverage personal and professional development for a fruitful future.

You may be thinking of the myriad of ways that you connect your course design, activities, and service to students to these competencies. We hope that every faculty member is reminded of the impact that they make by cultivating these skills in the classroom and how it significantly contributes to students' success beyond graduation. Empower students to use and articulate the competencies that they have developed through academic training and experiential learning as marketable skills by explicitly connecting their academics to these competencies. Below we provide suggestions for ways faculty have integrated career development into their courses.

7 Ways to Utilize the Career Center

Supporting Professional and Career Competency Development

Require Professional Development. | Introduce the UGA Career Center's Arch Ready Professionalism Certificate to enhance your course curriculum and equip your students with essential career skills. By including this certificate as a professional development course requirement, students attend five designated Arch Ready events, connecting them with employers, alumni, and mentors while saving valuable class time.

Incorporate Career Readiness into Your Course Syllabus. | In addition to listing the course objectives, we suggest that you share the competencies students will develop through completing your course. Examples of syllabi statements are provided in the appendices.

Incorporate Career Development eLC Modules. | We understand that “content” is king thus you may not have the space or, honestly, the objectives that require you to address career planning. However, to ensure that students have access to resources that help them connect their choice of major and academic experience to their future careers, consider adding the modules to your course or sharing the links for students to self-enroll in the eLC courses.

- Pre-Health Career Development Modules
- Undergraduate Student Career Development Modules
- Graduate Student Career Development Modules

Invite a Guest Speaker. | If you cannot be present for a lecture, avoid canceling the class by inviting the Career Center to provide a career development presentation while you're out. View our staff directory and connect with your college-specific Career Consultant to coordinate.

Incorporate Career-Related Assignments. | We know that many instructors require students to create and submit resumes or even conduct practice interviews as a professional development exercise. We've provided examples of several types of activities for easy integration below. Contact Megan Brock (megan.brock25@uga.edu) for consultations on implementing new activities and exercises in the classroom.

**Corresponding activities for each provided in the Appendix. **

[Become a Mentor.](#) | Mentorship is proven to help students succeed in their personal, academic, and professional endeavors. With our busy schedules, it can be hard to know where to start, but just 1-2 hours a month can change the trajectory of a student's life. Consider making an impact through mentorship and [enroll as a mentor.](#)

[Working with Employers.](#) | We invite you to explore our employer website, hireUGA.com, to learn more about job postings, career fairs, and more! There are a variety of events that support students who seek part-time employment, students pursuing internships, students who are interested in graduate school, and graduating students seeking full-time employment. Additionally, we know that faculty are sometimes contacted by employers and asked to share employment opportunities. Encourage employers to utilize Handshake and connect with our talented Employer Relations Team to help them develop a tailored UGA recruitment plan. Whether they are just getting started by posting jobs or internships to Handshake or are ready to take their recruiting to the next level, we're here to help. Feel free to share our website with prospective recruiters looking to hire top talent.

**Corresponding activities for each provided in the Appendix. **

Undergraduate Student Career and Professional Development Milestones.

How Your Student May Engage with the Career Center at Every Stage of Degree Completion

Pre-collegiate to Year 1

- Invite the Career Center to recruitment and orientation events to introduce and emphasize the professional and career development resources and connections offered to all students.
- Connect with your career consultant to learn about college-specific initiatives and events.

1st-2nd Year

- Request Career Center modules be added to eLC courses for FYOS or general introductory seminar courses so that students will begin to take advantage of the exploratory resources we have for first-year students.
- Invite your career consultant to your course to facilitate tailored major/career exploration workshops with your new students. Email Justin Burnley, our Assistant Director of Career Exploration at jburnley@uga.edu for more details.
- Encourage students to take career assessments to help determine interests, values, personality types, and career alignment.
- Urge students to review the What Can I do With a Major In...? pages to discover career options.
- Require students to attend career and internship fairs and other events that will help them connect with employers and explore internship opportunities to develop skills for their future careers.
- Introduce the Intern for a Day Program as an opportunity to shadow professionals.
- Encourage students to use Handshake for on and off-campus part-time jobs and internships searches.
- Have students create a resume and seek feedback from a Career Consultant during drop-in hours or Resume Review Days (see calendar).
- Prompt students to join the University Mentor Program to connect with professionals and learn about others' trajectories to their careers.

2nd-3rd Years

- Require students to obtain the Arch Ready Certificate for their professional development.
- Send students to the Career Center to engage in mock interviews to develop effective communication of transferrable skills of their advanced degree program.
- Remind students to form connections with mentors.
- Suggest that students connect with employers. They should begin reviewing company websites, attending career fairs, participating in networking events, attending company information sessions on campus, and following employers' social media accounts.
- Encourage experiential learning (e.g., leadership experiences, internship experiences, etc.) as a primary tool for career exploration, skill enhancement, and professional development.

4th+ Year

- In addition to the considerations above, remind students to maintain connections with influencers in their lives who advise and mentor them. They will soon be asking for letters of recommendation/references for jobs or graduate school applications.
- Require students' attendance at Career Fairs.
- Encourage students to review career outcomes for their major and reflect on how these outcomes may affect their career pathway planning. Promote opportunities to connect with their own Career Consultant to develop their post-graduation plans.
- Promote Career Center Resume Review Days and drop-in hours for students who need support getting application documents together.
- Remind students of the Arch Ready program. This certificate program is comprised of a variety of relevant workshops that emphasize topics from interviewing to negotiations.
- Introduce students to Alumni Career Services. These services are offered to all alumni of all programs and emphasize resources, services, and programs for recent graduates, rising professionals (2-10 years of professional experience, and more!

Graduate Student Career and Professional Development Milestones.

Emerging Professionals and Scholars Engage with the Career Center at Every Stage of Program Completion

Prior to Program Enrollment

- Invite the Career Center to recruitment and orientation events to introduce and emphasize the professional and career development resources and connections offered to all students. Contact the Assistant Director of Graduate Student Services and Faculty Engagement, Dr. Megan Brock (mmb28245@uga.edu) for more outreach requests.

1st-2nd Year

- Request Career Center modules be added to eLC courses for GradFirst or professional development seminar courses so that students will begin to take advantage of the exploratory resources we have for first-year students.
- Invite your career consultant to your course to facilitate tailored career exploration workshops with your new graduate students.
- Encourage students to review career outcomes for their program and reflect on how these outcomes may affect their career pathway planning. Promote the opportunities to connect with their own Career Consultant to develop an Individualized Development Plan.
- Encourage graduate students to take career assessments to help determine interests, values, personality types, and career alignment.
- Urge students to review the What Can I do With a Major In...? pages to discover career options.
- Require students to attend career and internship fairs and other events that will help them connect with employers and explore internship opportunities to develop skills for their future careers.
- Have students create a resume or CV and seek feedback from a Career Consultant.
- Prompt students to join the University Mentor Program to connect with professionals and learn about others' trajectories to their careers.

2nd-3rd Years

- Require students to obtain the Arch Ready Certificate for their professional development. There are several graduate student-focused sessions.
- Send students to the Career Center to engage in mock interviews to develop effective communication of transferrable skills of their advanced degree program.
- Remind students to form connections with mentors.
- Suggest that students connect with employers. They should begin reviewing company websites, attending career fairs, participating in networking events, attending company information sessions on campus, and following employers' social media accounts.

4th+ Year

- In addition to the considerations above, remind students to maintain connections with influencers in their lives who advise and mentor them. They will soon be asking for letters of recommendation/references for jobs or graduate school applications.
- Invite your career consultant to your course to facilitate tailored career exploration workshops with your graduate students preparing for the job market.
- Require students' attendance at Career Fairs.
- Promote Career Center Resume Review Days and drop-in hours for students who need support getting application documents (i.e., cover letters, statement of purpose, philosophy statements, etc.) together.
- Remind students of the Arch Ready program. This certificate program is comprised of a variety of relevant workshops that emphasize topics from on-campus interviewing for academic jobs to negotiations.
- Introduce students to Alumni Career Services. These services are offered to all alumni of all programs and emphasize resources, services, and programs for recent graduates, rising professionals (2-10 years of professional experience, and more!

Academic Integration Appendices

Appendix A.

Syllabus Statement

PROFESSIONAL DEVELOPMENT REQUIREMENT Arch Ready Professionalism Certificate

Introduce the UGA Career Center's Arch Ready Professionalism Certificate to enhance your course curriculum and equip your students with essential career skills. By including this certificate as a professional development course requirement, students attend five designated Arch Ready events, connecting them with employers, alumni, and mentors while saving valuable class time.

We've provided a sample syllabus statement to make integration easy.

Template for Syllabus Statement on Arch Ready Programming

Professional Development Requirements

As part of this course, students are expected to fulfill the requirements for the Arch Ready Professionalism Certificate offered by the UGA Career Center. The certificate is designed to provide students with the essential skills necessary for professional success. To obtain the certificate, students must actively participate in five designated Arch Ready events offered by the Career Center within a single semester. Additionally, they are required to complete a brief survey after each presentation and a final Arch Ready survey. These events encompass a wide range of career-related topics, including resumes/CVs & cover letters, developing confidence in job or internship searches, fostering diversity & inclusion in the workplace, crafting a personal statement, preparing for virtual or in-person interviews, creating a digital portfolio, and more. For a detailed schedule and more information about earning the certificate, please visit

https://career.uga.edu/calendar/archready_certificate. It is important to note that event availability is limited, so prompt registration is encouraged.

Appendix B.

Resume Review Activity

Description : In this active learning activity, students will develop a resume/CV and engage in peer review of a classmate's resume/CV. This activity was created to encourage guided resume/CV development and meta-reflection to enhance resume/CV quality.

Objective: Students will be able to provide feedback on the structure and content of their peer's resume/CV.

1. Review an example of a resume or CV and note the following:
 - a. The organization or structure of the resume/CV.
 - b. Tips regarding creating quality content
2. Using the resume template or CV template, create a draft of your resume or CV.
3. Exchange your documents with a partner.
4. Read your partner's resume to evaluate structure and organization.
[ME1]
 - a. Review the checklist below. Note which structural elements of the resume are present. Add any notes on how the peer may better organize their resume.
5. Review the reflection question below to evaluate the quality of content in the resume. Highlight areas of the resume that can be improved and notate how they can be improved.
6. Share uplifting feedback with the peer.
7. Submit your completed activity to your instructor.

Appendix C.

Resume Checklist

(Continued from Previous Page)

PART 1 OF THE PEER REVIEW

Put a check mark for every element that is present.		Elements of a General Resume
		A heading (Name, email, general location)
		Objective statement (this is optional)
		Education is in reverse chronological order, with the most recent degree being listed first.
		Professional Experiences (relevant work history, volunteer history, major projects, etc.) are listed in reverse chronological order, with the most recent experience being listed first.
		A date range for each experience.
		A skills or proficiencies section with relevant skills listed.
		Consistent, professional (e.g., Times new roman), dark font, that is legible (i.e. 10-12 pt) with 1/2 into 1 in margins
		The content of the experiences is described in bullet point format.

Appendix D.

Reviewing Quality of Experiences

(Continued from Previous Page)

Part 2: Now, you will review each bullet point of your peer's resume. Bullet points should encompass most, if not all, of the components below:

- **Task**: Each experience articulates the role title, company/organization, responsibilities, tasks, and activities completed for each role.
- **Skill**: Each experience articulates the skills that were used and/or developed during the experience.
- **Quantity**: If applicable, the experience emphasizes quantity (I.e., quantifies service). For example, the author included how many people were served, how many hours were worked, or the amount of payroll that was processed.
- **Result**: The author communicated the impact of their commitment and execution of that position.

Highlight or underline the bullet points that the author could improve and notate which element is missing or could add to the value of the experience being reported.

Part 3: Share your feedback in a positive uplifting way using the L.I.F.T. approach.

1. **L**: List the ways the author did meet the requirements and expectations of a well-crafted resume.
2. **I**: Be clear about the intentions of the feedback that you are going share and why.
3. **F**: Deliver feedback in a way that your peer can take action (i.e., suggest next steps).
4. **T**: At the end of the exchange and feedback, tell one another what you learned from their feedback and your first step to improving your resume.

Appendix E.

Mock Interview Activity

For custom mock interview assignments, reach out to Dr. Megan Brock, at megan.brock25@uga.edu.

Description: Interviewing is a pivotal part of the process of pursuing a new position, yet it is the most intimidating for some. This activity utilizes Big Interview, a platform that provides an opportunity to engage in a general or tailored mock interview. Moreover, the platform allows you to rate yourself and also view examples of responses for different question types.

Objective: Students will be able to engage in a tailored, mock interview to enhance their interviewing skills.

Materials Needed: Computer or laptop with a webcam.

Instructions:

1. Go to uga.biginterview.com
2. Select “Register” and use your UGA email to create a free account
3. Select “Practice” which will produce a drop-down menu; then click “Practice Interviews”
4. Select “Custom Sets”
5. Select a practice interview for your career path. For example, if you’re planning to transition to a career in the government, select that option.
6. Now you'll record your answers to each question! In the end, you can rate yourself on a variety of skills. You can also visit the “Learn” tab to learn more about strategy and how to best answer common questions. The “My Videos” tab contains all of your recorded practice interviews for future reference.

Appendix F.

Career Fair Preparation Activity

Objective

The objective of this Career Fair Preparation Assignment is to empower students to effectively prepare for a career fair and maximize their opportunities for networking, exploration, and potential job or internship prospects. By the end of the assignment, students should be able to:

- Understand the purpose and benefits of attending a career fair.
- Develop strategies for researching and identifying potential employers of interest.
- Prepare and refine their resume and elevator pitch to make a positive impression on recruiters.
- Demonstrate effective networking skills and confidently engage in conversations with employers.
- Reflect on their experience and identify areas for improvement in future career fair attendance.

Assignment

- Research Upcoming Career Fairs: Identify an upcoming career fair event on Handshake.
 - Login to Handshake <https://uga.joinhandshake.com>
 - Click “events”
 - Under the “category” tab, select “career fair.”
 - Select a career fair of interest (i.e. UGA Fall Career & Internship Fair)
- Identify Target Employers: After selecting a career fair of interest, select “All Employers” on the event page to see a list of all employers scheduled to attend. Review the list of employer attendees and identify a list of 5-10 employers you wish to connect with during the fair.
- Research Target Employers: Explore the Handshake pages, company/organization websites and social media profiles of your target employers. Use [this researching employers resource](#) to learn what to look for. Consider getting your updated resume reviewed during [Career Center Drop-In Hours](#).

Appendix G.

Career Fair Preparation Activity

(Continued from Previous Page)

- **Resume Review and Refinement:** Review your current resume and make necessary updates to highlight relevant skills, experiences, and achievements. Utilize the [UGA Career Center's Resume Examples](#) for support. Consider getting your updated resume reviewed during [Career Center Drop-In Hours](#).
- **Elevator Pitch Development:** Craft a concise and compelling elevator pitch, a brief introduction that summarizes your skills, experiences, and career goals using the [UGA Career Center's Career Fair Pitch Template](#). Practice delivering it confidently.
- **Dress for Success:** Dress confidently and comfortably in business professional or business casual attire for UGA Career Fairs, unless otherwise noted. Explore our [business professional and business casual attire tips and Pinterest boards](#). Pro-Tip: UGA [SGA's Professional Clothing Closet](#) provides free professional clothing. As a UGA student, you have access to one free professional outfit per academic year.
- **Attend:** Attend the career fair of your choice.
- **Seal the Deal:** collect business cards from employers, determine follow-up and next steps, send a [career fair follow-up email](#) within 24 hours.
- **Reflection Paper:** After the career fair, reflect on your experience in a two-page reflection paper. Be sure to evaluate your preparedness, networking interactions, and the overall value gained from attending the fair. Additionally, identify areas for improvement and strategies for future career fair attendance.

Additional Resources

- Handshake: <https://uga.joinhandshake.com/>
- Handshake Student User Guide: https://career.uga.edu/handshake_guide
- List of upcoming UGA Career Fairs: https://career.uga.edu/calendar/career_fairs
- How to Get Career Fair Ready: https://career.uga.edu/career_fair_ready
- Researching Employers: https://career.uga.edu/researching_employers
- Introducing Yourself to an Employer: https://career.uga.edu/introducing_yourself_to_an_employer
- UGA SGA Professional Clothing Closet: <https://sga-professional-clothing-closet.myshopify.com/>

Appendix H.

Career Research Activity

Objective

The objective of this Career Research Assignment is to empower students to explore and gain a deeper understanding of a specific career of their interest. By the end of the assignment, students should be able to:

- Conduct comprehensive research on the chosen career to gather relevant information and insights, utilizing resources such as the UGA Career Center's "What Can I Do with A Major In...?" webpages, UGA Career Outcomes Data, Career Assessments, Candid Career, and the UGA Mentor Program.
- Identify key aspects such as job responsibilities, required qualifications, career paths, and industry trends.
- Evaluate their own skills, interests, and values in relation to the chosen career.
- Make informed decisions and set realistic career goals based on the acquired knowledge.
- Present their research findings in a clear and organized manner.

Assignment

- Select a Career: Choose a specific career you are interested in exploring or pursuing.
- Research: Conduct thorough research on the chosen career using credible sources. Examples include:
 - UGA Career Center's What Can I Do with A Major In...? webpages
 - UGA Career Outcomes Data
 - Explore results by major
 - Explore results by college
 - Career Assessments
 - Candid Career
 - UGA Mentor Program
 - U.S. Bureau of Labor Statistics Occupational Outlook Handbook
 - Informational Interviews

Appendix I.

Career Research Activity

(Continued from Previous Page)

- **Job Responsibilities and Qualifications**: Identify and describe the typical job responsibilities associated with the chosen career. Explore the educational requirements, certifications, and skills needed to excel in that field.
- **Career Paths and Industry Trends**: Investigate different career paths within the chosen field and highlight the potential growth opportunities. Analyze current trends, challenges, and advancements within the industry.
- **Self-Assessment**: Reflect on your own skills, interests, and values, and assess how well you align with the chosen career. Identify areas where you may need to develop or acquire additional skills.
- **Presentation**: Present your research findings in a clear and organized manner. This can be done through a written report, a presentation, or a combination of both. Utilize creativity and effective communication in your preferred presentation format.

Resources

- What Can I Do with A Major In...? <https://career.uga.edu/wcidwami>
- UGA Career Outcomes Data <https://career.uga.edu/outcomes>
- [Results by major](#)
- [Results by college](#)
- Career Assessments <https://career.uga.edu/assessments>
- Candid Career <https://www.candidcareer.com/>
- UGA Mentor Program <https://mentor.uga.edu/>
- U.S. Bureau of Labor Statistics Occupational Outlook Handbook <https://www.bls.gov/ooh/>
- Informational Interviews https://career.uga.edu/informational_interviews

Appendix J.

Cover Letter Activity

Objective

The objective of this cover letter assignment is to empower students to create a compelling and well-structured cover letter that effectively highlights their qualifications, experiences, and motivations. By the end of the assignment, students should be able to:

1. Understand the purpose and key components of a cover letter.
2. Evaluate their skills, experiences, and accomplishments to showcase their suitability for a specific job or internship.
3. Tailor the content of their cover letter to align with the requirements and values of the target company or organization.
4. Demonstrate effective written communication skills and attention to detail in presenting their cover letter.

Assignment

Develop a one-page cover letter following the format recommended in the UGA Career Center's Cover Letter Example.

- Address the cover letter to a specific person whenever possible.
- Tailor the content of the cover letter to the specific job or internship you are applying for.
- Proofread carefully to ensure accuracy, proper grammar, and spelling.
- Use a consistent font and formatting style for a polished and professional appearance.

Resources

- Steps to Cover Letter Success https://career.uga.edu/cover_letter_success
- Cover Letter & Reference Examples https://career.uga.edu/cover_letter_reference_examples
- Tailored Job Search Materials https://career.uga.edu/tailored_job_search_materials
- Meet with a Career Consultant for a Cover Letter Review <https://career.uga.edu/appointments>

Appendix K.

Informational Interview Activity

Objective

The objective of this informational interview assignment is to empower students to gain valuable insights and network with professionals in their desired field or industry. By the end of the assignment, students should be able to:

1. Understand the purpose and benefits of conducting informational interviews.
2. Identify and reach out to professionals in their desired field for informational interviews, utilizing resources such as the UGA Mentor Program and the University of Georgia LinkedIn Alumni Tool.
3. Prepare thoughtful and meaningful questions to gather insights and advice.
4. Conduct effective informational interviews to learn about career paths, industry trends, and professional experiences.
5. Build and expand their professional network through these interactions.

Assignment

- Utilize your existing professional network, the UGA Mentor Program, or the UGA LinkedIn Alumni Tool to identify a professional in a job or career field of interest to you.
- Contact the professional via email, phone, via the UGA Mentor Program platform, or via LinkedIn to request an informational interview. Be polite and professional in your communication, expressing your interest in learning from their experiences. Request a convenient time to speak, keeping in mind that the interview should not exceed 30 minutes to be considerate of their time. The informational interview can take place in-person, over the phone, or through video conferencing platforms like Zoom.
- Prepare 6-8 thoughtful and relevant questions to ask during the informational interview. You can refer to the UGA Career Center's Informational Interview Question list for inspiration.

Appendix L.

Informational Interview Assignment

(Continued from Previous Page)

- Conduct the informational interview with the professional as scheduled. Be punctual, attentive, and respectful during the interview. Take notes during the conversation to capture important insights and details.
- After the interview, submit a 1-page reflection document that includes the following information:
 - Name of the interviewee
 - Title of the interviewee
 - Area of expertise of the interviewee
 - Explain why you chose this professional for the interview.
 - Share what you learned about the job, career field, or industry from this assignment. Highlight key takeaways, insights, and any new perspectives gained.
 - Discuss any information you received during the interview that was surprising or unexpected to you.
 - Reflect on your overall experience of conducting the informational interview. How do you feel about the process and the knowledge you gained?
 - Include any additional information you find important or relevant to share about the interview experience.

Resources

- Informational Interviews 101 https://career.uga.edu/informational_interviews
- Build Your Network https://career.uga.edu/build_your_network
- UGA Mentor Program <https://mentor.uga.edu/>
- Find a UGA Mentor <https://career.uga.edu/mentor>
- UGA LinkedIn Alumni Tool <https://www.linkedin.com/school/university-of-georgia/people/>
- How to Leverage LinkedIn https://career.uga.edu/leverage_linkedin

Appendix M.

LinkedIn Assignment

Objective

The objective of this LinkedIn assignment is to empower students to create a professional and engaging LinkedIn profile that effectively showcases their skills, experiences, and personal brand. By the end of the assignment, students should be able to:

1. Understand the purpose and benefits of having a LinkedIn profile.
2. Create a comprehensive and well-organized profile that highlights their qualifications and achievements.
3. Develop a professional headline and summary that effectively represent their personal brand.
4. Utilize various sections and features of LinkedIn to enhance their visibility and network with professionals in their field.
5. Understand the importance of maintaining an active and professional presence on LinkedIn.

Assignment

Develop a LinkedIn Profile following the LinkedIn Profile Checklist.

- Use keywords relevant to your field or industry to improve the discoverability of your profile.
- Regularly update and maintain your profile with new experiences, skills, and accomplishments.
- Engage with your network by sharing insightful articles, commenting on posts, and participating in relevant discussions.
- Connect with professionals in your field, industry leaders, and peers to expand your network and build valuable connections.
- Personalize connection requests with a brief message explaining your interest in connecting.
- Seek opportunities to join industry-related groups and actively participate in discussions to showcase your expertise.
- Regularly review and update your privacy settings to control who can view your profile and information.

Resources

- LinkedIn Profile Checklist <https://career.uga.edu/uploads/documents/alumni/LinkedInProfileChecklist.pdf>
- How to Leverage LinkedIn https://career.uga.edu/leverage_linkedin
- Meet with a Career Consultant for a LinkedIn Profile Review <https://career.uga.edu/appointments>

Appendix N.

Working With International Students

Frequently Asked Questions

Can international students work on campus?

With an F-1 Visa, students can work on campus for a limited number of hours without prior authorization. With a J-1 Visa, students can work on campus but must request authorization from UGA Immigration Services. Consider sharing the [International Student Career Guide](#) with students.

What is CPT (Curricular Practical Training)?

CPT is temporary work authorization available for students on F-1 visas. CPT must connect to an academic requirement or course. Eligibility includes enrollment at UGA for one academic year before application, and students must have an offer first. Applications are free, and UGA Immigration Services processes them.

What is OPT (Optional Practical Training)?

OPT is temporary work authorization available for students on F-1 visas. OPT most commonly applies after graduation. Training does not need to connect to an academic course, but it must directly relate to the student's field of study. Students have one year of eligibility for OPT. Those in STEM fields can apply for an additional 24 months of eligibility. Applications are \$410, and USCIS processes them. Please contact UGA Immigration Services before applying.

Where can students work on a J-1 Visa?

With a J-1 Visa, students may apply to work on campus. UGA Immigration Services will authorize all on-campus work. To work after graduation, students may apply for Academic Training. Students must have a job offer and the length of time eligible for Academic Training depends on the length of time of your academic program. Immigration Services processes these applications.

How do students answer “work authorization” questions on applications?

If students are eligible for OPT/CPT/Academic Training but do not yet have that status, students should say that they do not currently have authorization to work in the U.S. Students can use their cover letter or a conversation with the employer to explain their status.

Appendix O.

Working With International Students

Frequently Asked Questions

Where can students find a list of employers who sponsor H1B?

Students can find this information at myvisajobs.com and h1bgrader.com . Apply for work authorization on compass.uga.edu and visit the [Office of Global Engagement](#) for more information.

Appendix P.

Belonging Resources at the Career Center

Diversity and Inclusion Career Conference | During this annual event, students explore the benefits and challenges of being their full selves in the workplace. Students may take this opportunity to network with employers who have a commitment to diversity and inclusion and learn about opportunities firsthand.

Arch Ready Diversity & Inclusion Track | Explore our diversity-focused Arch Ready Professionalism Certificate workshops. Presented by Career Center staff, employers, and campus partners, topics include "Identity in the Workplace," "Diversity Internships," and "Women in the Workplace." To see dates and times, visit our Arch Ready webpage.

Campus Partnerships | The UGA Career Center has dedicated staff who serve as liaisons to multiple on-campus offices and resources. Our office is happy to connect you with these offices that are committed to supporting student equity and success. For more information on the Diversity and Inclusion resources the UGA Career Center offers, please visit our [Diversity Resources webpage](#).

Identity Based Resources | There are several [identity-based resources on our website](#) to support our unique student populations.