**Center for Career and Professional Development**

**Online Resources**

**Location:** 114 Egbert Hall **Phone:** 814-393-2323

**Website:** www.clarion.edu/career **Email:** careers@clarion.eduwww.facebook.com/CUcareers

The staff at the Center for Career and Professional Development (CCPD) looks forward to helping you with all aspects of your career development. We can help with your resume, portfolio, cover letter, interviewing skills, and navigating the internship/job search process. Additionally, you can attend on- and off-campus events such as employer visits, internship and job fairs, employer information sessions, and networking opportunities. Explore the CCPD website at <http://www.clarion.edu/careers> to access online resources including videos, webinars, publications, and more!



 **CAREER CONNECTIONS: Your Career Management System**

Complete (or update) your personal and academic account profiles at <http://www.clarion.edu/careerconnections> to:

* use Career Finder (explore majors related to your interests) or Career Explorer (explore jobs related to your major)
* view current campus, part-time, or full-time employment and internship opportunities
* access information about job fairs, workshop, employer visits, and a global career calendar
* apply for virtual or campus interviews with employers for internships or full-time employment
* create an online career portfolio

**PUBLICATIONS AND PAGES**

**CAREER RESEARCH AND PLANNING**

<http://www.clarion.edu/careerresearch>

Online Career Assessment

My Career Action Plan Checklist

First Year Career Action Plan

**COVER LETTERS, PORTFOLIOS AND RESUMES**

<http://www.clarion.edu/resumes>

Application/Cover Letters

Resumes

Resume Writing

Resume Worksheet

**INTERNSHIPS**

<http://www.clarion.edu/experience>

Internship Clearinghouse

Getting Experience

**INTERVIEWING**

<http://www.clarion.edu/academics/career-services/plan-and-manage-your-career/professionalism/>

Interviewing

Interviewing Tips

Effective Interviewing

Behavioral-Based Interviews

Sample Interview Questions

Phone Interviews

Interview Attire

Business Casual Attire

Professional Etiquette

Electronic Etiquette

**JOB SEARCH AND ON CAMPUS RECRUITING (OCR)**

<http://www.clarion.edu/academics/career-services/plan-and-manage-your-career/searching-for-a-job/strategies-and-resources.html>

Job Search Resources Campus Recruiting

Job Search Checklist [How to Apply for OCR Interviews](http://www.youtube.com/watch?v=uGh5fkIw6HQ)

Job Search Sites

**POWERPOINT PRESENTATIONS/YOUTUBE VIDEOS**

* Orientation to the Career Development Center
* [The Basics of Resume Writing](http://www.youtube.com/watch?v=P0ggUgFvwLQ)
* [Recommended YouTube Videos on Interviewing](http://www.clarion.edu/../../../14174/119689.pdf)
* [Getting Experience Narrated Video](http://www.youtube.com/watch?v=Mg0lPWptpeI)
* [Interview Attire](http://www.youtube.com/watch?v=akXlWObCifI)
* [Business Casual Attire](http://www.youtube.com/watch?v=DD2ekZp49zk)
* [Top 10 Career Advice Tips](http://msite.clarion.edu/Mediasite/Viewer/?peid=9cc947c66b774c17a09bd2ac012ec26b1d) (Professional Development Day)

**NARRATED RESUMES**

<http://www.clarion.edu/resumes>

* [Education Major Narrated Resume](http://www.youtube.com/watch?v=A7jmZObU_XY" \o "Education Resume Exlplanation" \t "_blank)
* [Science Major Narrated Resume](http://www.youtube.com/watch?v=qRjbDye8jGw)
* [Business Major Narrated Resume](http://www.youtube.com/watch?v=7tiJyY1oWYc)
* [CIS with Transfer Education Narrated Resume](http://www.youtube.com/watch?v=tV-VQ6-LfSI)
* [Alumnus with Military Experience and Extensive Work Experience Narrated Resume](http://youtu.be/oqjy8x4v1Hc)

**Professional Development Series Online**

<http://www.clarion.edu/academics/career-services/plan-and-manage-your-career/professionalism/>

This online series is designed to help you get a jump-start on your job search and prepare you for the transition from campus to career.

**Career Events and Job Fairs**

<http://www.clarion.edu/academics/career-services/for-employers/attend-events-and-job-fairs/>

**graduate and Professional Schools**

<http://www.clarion.edu/academics/career-services/plan-and-manage-your-career/considering-graduate-or-professional-school/>

**social media**

 www.facebook.com/CUcareers

 LinkedIn.com

 (Group: Clarion University Career Development Center)

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