



Spring 2020 Career Development Center

Career Development Resources

OSU career resources

career.oregonstate.edu

Virtual Drop-ins with Peer Career Assistants

Drop-in hours: M-F, 10 a.m.- 3 p.m.



OSU Career Development Center Resources

24/7 online resources

Events & workshops

Virtual one-on-one appointments

- Career Advisor for your college (30 minutes) set up appointment via Handshake
- Career Assistants (15 minutes) set up appointment via Handshake

Career Development 24/7 Online Resources

<https://career.oregonstate.edu/students>

Welcome students!

Wherever you're at in your career development, wherever you're going, we want to empower you with resources and support. Discover professional interests, communicate your skills and develop authentic connections with future employers, grad schools, service organizations and more. Whether you're a first-year student or a Ph.D. student, in Corvallis or across the country, we're focused on helping you move toward your unique future. Want more info? Check out the [Career Development Center overview](#).



Explore Majors, Programs and Career Paths



Create Résumés, CVs and Cover Letters



Find a Job, Network and Interview



ONLINE TOOLS



[Explore](#) thousands of jobs and employers, career expos, workshops and more.



[Obtain](#) instant and personalized feedback on your résumé or CV.



Get a free [career assessment](#). Explore careers, job outlooks and your working personality.



[Practice interviewing](#) on an interactive video platform.



Oregon State Career Development Center

HOW TO USE OSU CAREER TOOLS

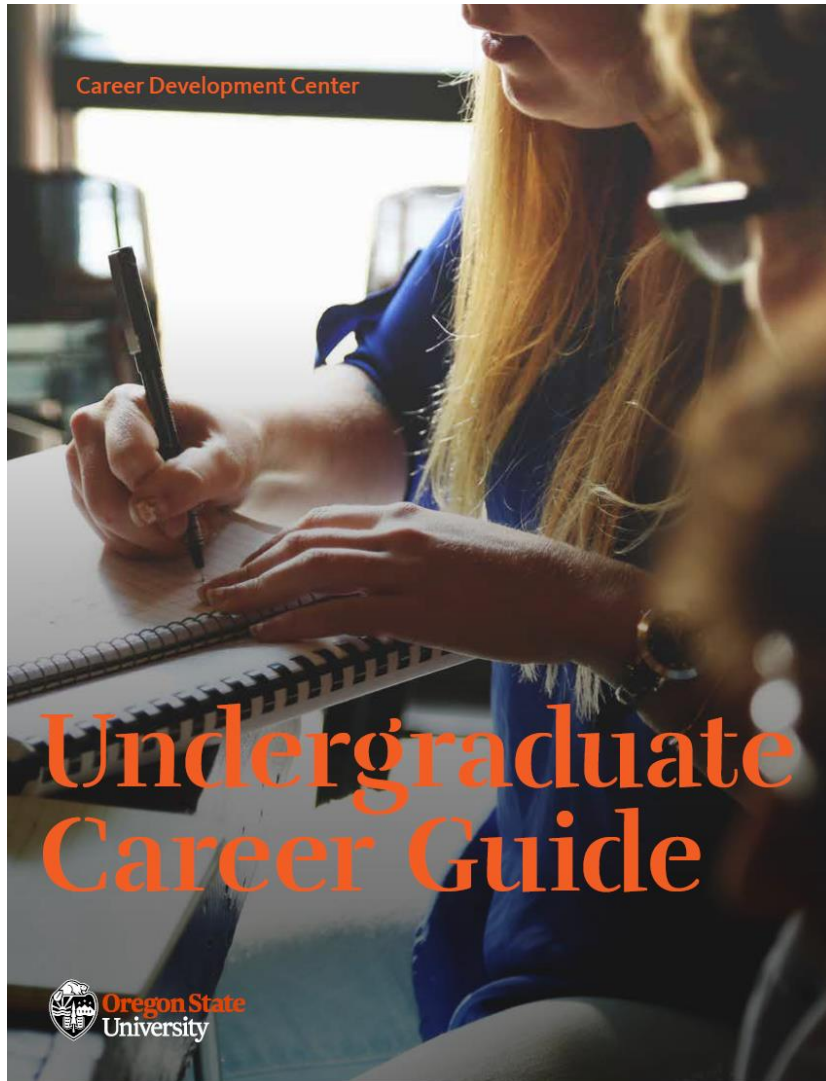
Find jobs, interview, explore options,
and more!



<https://youtu.be/HVAdfdhj9xA>

OSU Career Guide

https://career.oregonstate.edu/sites/career.oregonstate.edu/files/undergraduatecareerguide_web.pdf



Transfer Business Student Résumé

Benny Lee

1500 NW Oregon Avenue, Corvallis, Oregon 97330
541-500-5123 — Benny.lee@oregonstate.edu

EDUCATION

Oregon State University June 20XX
Bachelor of Arts, Marketing, Minor, American Sign Language Corvallis, Oregon
GPA: 3.7

Associate of Arts, Chemeketa Community College Sept. 20XX – June 20XX
Salem, Oregon
• Recent Marion county high school graduate program gifting one year of state-funded full-time enrollment at community college
GPA: 3.6

AWARDS

Oregon State University June 20XX – current
Dean's List Corvallis, Oregon
• Maintain minimum 3.5 GPA while enrolled in at least 12 credits

College of Business Transfer Student Scholarship Sept. 20XX – June 20XX
• Selected as a transfer student ambassador, serving incoming students through mentorship and providing transition resources.

WORK EXPERIENCE

Social Media and Branding Coordinator, Downtown Corvallis Association August 20XX – current
Corvallis, Oregon
• Broadcast more than 30 events weekly by designing flyers, posters and social media posts to encourage community involvement for events and local businesses
• Monitor all external marketing strategies (emails, print, social media posts, etc.) to promote consistent branding and increase visibility
• Cultivate partnerships with local businesses through regular meetings and collaboration to mutually publicize and support events/projects

Marketing Intern, Pride Center Sept. 20XX – June 20XX
Corvallis, Oregon
• Created all office branding for promotional and informational flyers, posters and website
• Collaborated with full-time marketing communication specialist on three-month project to create new image and overall department presentation for new academic year
• Regularly attended university branding and advertising workshops and events to stay updated and consistent with institutional guidelines

AFFILIATIONS

Philanthropy Chair, Alpha Sigma Phi Jan. 20XX – Dec. 20XX
Corvallis, Oregon
• Planned and facilitated fraternity's independent philanthropy efforts for more than 50 members including a partnership with Benton Habitat for Humanity
• Coordinated larger external philanthropy events and projects with other local fraternities and sororities

GPA's are optional (unless specifically requested by the employer). Generally, over 3.0 can be listed. You can use your cumulative or your major GPA.

Transfer students have the option of including their two year degree or omitting it depending on space and relevance.

The Awards header is often synonymous with Acknowledgements. Use them to showcase exceptional experiences that put you a step ahead of your fellow candidates.

Scholarships can be listed in several areas: Under Awards, as shown here, under Education or Acknowledgements. Give a brief statement explaining the relevance of the award.

Dates and locations should be positioned in a column on the right of the page. Dates should also be in reverse chronological order—most recent entry first.

Affiliations is a great spot to list clubs, associations, programs and Greek life, as shown here. When including Greek life, focus on what roles you had or what you did to build skills, rather than just membership. This section could also be labeled Campus Involvement or Leadership Experience.

OSU Spring term All Majors virtual career fair

April 30 from 4:00pm – 7:00pm

May 1 from 9:00am – 4:00pm

All students are welcome to participate. **Students must register via Handshake** in order to receive instructions via emails before the fair

OSU Spring term

Upcoming Zoom Career Workshops

- [Getting a Dam Job: Interview Like a Pro Tuesday, April 28, 2020 12 PM](#)
- [Getting a Dam Job: Researching and Applying to Grad School Wednesday, April 29, 2020 5 PM](#)
- [Getting a Dam Job: Career Tips for Transfer & Nontraditional Students Monday, May 4, 2020 5 PM](#)
- [Getting a Dam Job: Salary Negotiation Wednesday, May 6, 2020 12 PM](#)

OSU Pre-recorded Career Workshops

- [How to Use Career Development Center Tools & Services \(19:20\)](#)
- [Make a Great Resume & Cover Letter \(36:41\)](#)
- [Interview Like a Pro \(25:12\)](#)
- [Using LinkedIn & Social Media for Your Career \(30:13\)](#)
- [Job Searching & Networking \(48:27\)](#)
- [Grad Student Career Preparation & CV Tips \(23:40\)](#)
- [How to Negotiate Your Salary \(27:38\)](#)
- More videos available on the [CDC YouTube page](#) as well as the OSU Alumni Center professional development videos page.

OSU's Summer Virtual Job Shadows

Applications open now through May

The job shadows, consisting of a virtual informational interview, take place between June 15 and July 17. [Information here](#) and [APPLY HERE](#).

In a virtual job shadow, you meet with your host to learn about their career path, their experiences, the culture of their industry and company, and have a chance to ask lots of questions. And it's a great networking opportunity.

Do a Micro-Internship via Parker Dewey

These micro-internships (hosted on the Parker Dewey platform), allow you to demonstrate your skills, explore career paths, and develop your professional network.

Unlike a traditional internship, these paid opportunities typically range from 5 to 40 hours of work and can be completed remotely. Most would not qualify for course-based internship requirements at OSU. More [information here](#).