

What's in your Career Skills toolbox?

A 10-Point Checklist for Developing your Career Path and Preparing for Jobs and Internships

Checklist Item	Action Steps	Advice & Resources
1. Adviser Meetings <input type="checkbox"/> Get help and feedback early to develop your academic plan and career path! Make mid-course adjustments. Plan your next steps.	Schedule and attend at least 3 meetings with your Academic & Career Adviser – at the beginning, middle and end of your program.	Many students under-use their Advisers and end up without an effective transfer plan or career path. Want another expert Adviser? Contact Nessim Watson : 413-775-1129 WatsonN@gcc.mass.edu
2. Career Awareness Tools <input type="checkbox"/> Use on-line interest and aptitude surveys to help understand how your strengths match with careers and occupations.	Go on-line and complete short multiple choice surveys in O-NET, MassCIS, and other survey tools.	Use your survey results to shape your conversation with your Adviser. Need help accessing on-line surveys? Ask your Adviser or sign up as a customer at the Franklin Hampshire Career Center.
3. Career Center Sign Up <input type="checkbox"/> Franklin Hampshire Career Center, One Arch Place, Greenfield, MA 01301 (413) 774-4361 www.fhcc-onestop.com	Enroll as a customer today at your local one-stop career center. Complete a half-page form at the front desk and many free resources are yours!	Don't wait until you are unemployed to visit the Career Center. Explore the Center's resources for on-line career awareness, job search, resume and cover letter help, funding for education and training, support services and more.
4. Resume & Cover Letter <input type="checkbox"/> Learn how to format and customize professional templates in paper and electronic media.	Create at least one template in both paper and electronic formats for your resume and cover letter. Get peer and adviser reviews of your sales technique.	Attention to detail and strong business writing are keys to presenting yourself effectively. Use on-campus and Career Center workshops and review your drafts with your Adviser.
5. Networking Skills <input type="checkbox"/> Begin building a professional network with your classmates that will help you down the road!	Create a LinkedIn account and professional profile. Create a Mass JobQuest account for job search. Practice your 30-second elevator pitch.	Learn about the many on-line job search and internship sites and how to use them. Find the professional associations in your field (Western Mass Green Consortium) and attend networking events (Green Night)
6. Interview Skills <input type="checkbox"/> Presenting yourself well is key to doing what you want to do. Practice today makes you ready for opportunity.	Read articles on do's and don'ts for appropriate dress and preparing for tough questions. Practice interviews with your peers. Get video feedback.	Sign up for a Personal Communication Skills class on campus. Or take a Career Center workshop. Learn how to conduct information interviews with companies to research internships and occupations.
7. Job Shadows & Meet the Employer Panels <input type="checkbox"/> Get first-hand information about occupations and careers that interest you.	Attend at least one Job Shadow with a company that interests you. Attend Meet the Employer panels in your program or at the Career Center.	Ask your Adviser how to set up a job shadow experience (half day or full day on site observation with a professional in your field). Put your information interview skills into action!
8. Internship Proposal <input type="checkbox"/> Develop strong research and writing skills with a project that will help you pursue your academic and career goals.	Research a company or organization you most want to work for and develop a proposal for adding value that meets its needs. Develop a learning plan.	Work with your Adviser to gain program approval for your proposal and match with an employer. Apply for existing Internships (Mass Clean Energy Center). Work with GCC Internship Developer, Christine Copeland: CopelandC@gcc.mass.edu

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<p>9. Career Fairs and/or Job & Internship Interviews <input type="checkbox"/> Put your career skills into action!</p>	<p>Attend a Career Fair at GCC or at the Career Center. Apply for jobs and internships.</p>	<p>Contact your program, Adviser or Student Life Coordinator, Missy Eich-Richardson (EichM@gcc.mass.edu) for Career Fair dates on campus, and the FH Career Center for off campus career fairs.</p>
<p>10. Recommendation Letters, References and on-line applications <input type="checkbox"/> Build your electronic portfolio.</p>	<p>Secure at least one academic letter of recommendation and one employer letter after an internship.</p>	<p>Make sure to ask your employer for a letter of recommendation at the end of the internship (you can offer talking points about what you accomplished).</p>
<p>Build your Electronic Portfolio as you go!</p>	<p>Build your on-line profile (LinkedIn, JobQuest) and prepare a customize-able portfolio of projects to accompany job and internship applications.</p>	<p>Employers are looking for interns and new hires with strong office skills – Word, Excel, PowerPoint, Photoshop, Web Design, Social Media, Software Design, Project Management. Typical intern projects include research, data gathering, event planning, web page development, newsletter writing and photos, promotional videos, social networking outreach and others. Put the skills for these tasks in your toolbox and on your resume!</p>
<p>How many of these tools are in your toolbox already?</p>	<p>Do your career tools need sharpening and polish?</p>	<p>Start working on your Checklist today!</p>
	<p>Additional Resources</p>	
<p>Career Awareness Tools</p>	<p>America's Career InfoNet Mass CIS Gateway to Careers BLS Occupational Handbook</p>	<p>www.acinet.org www.masscis.intocareers.org www.gatewaytocareers.com www.bls.gov/oco</p>
<p>Resume & Cover Letter</p>	<p>Workshops at Franklin Hampshire Career Center, Greenfield & Northampton</p>	<p>www.fhyouth.org www.susanireland.com www.vault.com</p>
<p>Networking Resources</p>	<p>Professional Employment Networking Groups Join a LinkedIn group in your field</p>	<p>www.fhcc-onestop.com</p>
<p>Further your education</p>	<ul style="list-style-type: none"> • Transfer Coordinator • Workforce Investment Act Training • Career Navigator 	<p>Kathy Maisto GCC Advising 775-1207 Franklin Hampshire Career Center 413-774-4361 or 586-6506 Sarah Wing 413-774-4361</p>

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