

# Bethel's Career Compass



## Location:

Huffman Administration Bldg.  
Room A316  
574.807.7096

## Hours:

Monday—Friday  
8 am—5 pm

## Staff:

Sherry Weldy—Career Development Coordinator  
Hermalena Powell—Career Development Specialist  
Linda Elek—Retention Specialist  
Banitha Vinscon—Career Services Secretary

April  
2011



Visit us online: [CareerServices@BethelCollege.edu](mailto:CareerServices@BethelCollege.edu) • [www.BethelCollege.edu](http://www.BethelCollege.edu) >Campus Services >Career & Internships

## College Graduation Checklist: Tips for Students Preparing to Graduate and Leave School

By: [Anna Kendall](#), Suite 101.com

Many college students try to complete job application tasks before they graduate. A checklist of these tasks can help students prepare for their post-college transitions.

Purchasing a cap and gown and earning good grades on final exams are just a few of the many tasks a student has to complete before graduation from college. In addition to these school-related tasks, a student must also consider the applying-for-jobs tasks, such as establishing references.

Because it's beneficial to complete these types of tasks *before* graduating, they are listed below along with tips on how to complete them. This can serve as a college graduation checklist.

### Get Reference and Recommendation Letters

Most employers request three references on their job applications, and some employers require letters of recommendation. Therefore, prior to graduating from college, students can meet with those people they want to list as references in order to ask

their permission for doing so (such as professors, internship supervisors, campus employers, etc.).

It's especially beneficial to request a letter of recommendation from someone prior to graduation because it's easier for that person to remember the task if he or she is still in contact with the student. Also, if a student asks for a letter prior to graduation, then there is a greater chance that the person will remember more to write about, such as if a student participated in class regularly.



### Resumes and Cover Letters

Since most employers require a resume and cover letter from job seekers, it's important for students to work on these two documents prior to graduating from school.

First, students can review their resumes and cover letters with their professors, or other mentors from their colleges, internships, campus jobs, career services offices, etc. Secondly, many colleges offer workshop and seminars about resumes and cover letters. Students can bring drafts of their resumes and cover letters to one of these events to ask for feedback.

### Portfolios of College Work

Some professions, such as in education and business, ask job applicants to provide a portfolio of their work. Therefore, it's important for students to complete their portfolios prior to graduating from school. Students can meet with their professors and advisors and ask them to review their portfolios for completeness and appropriateness.



### Updated E-mail Accounts

Many college students rely on their college e-mail accounts for all forms of electronic communication—academic and personal. Most of these e-mail accounts, however, will be terminated once students graduate from their colleges. If a student plans to create a new e-mail account after graduation, then he or she can create the account prior to graduation.

If a student creates a new account before graduating, then he or she can notify all of the contacts in the school account about the change. This is important if a student hopes to remain connected to any professors, advisors, campus employers, etc.

While college students are busy with school projects prior to graduation, it's still beneficial for them to work on completing job-seeking tasks, such as gathering letters of recommendation, during this time. It's much easier for students to complete these tasks before graduation while they're still connected to their campuses.



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- Choose from 13 different internships

## Bethel Internship Scholarships \$1500 Tuition Scholarship per Semester

Visit Office of Career Services, A316, to pick up your application packet today!

All resumes, cover letters and applications are due by 5 pm on Friday, April 8th.

## Interview 101: Demystifying the Interview

Thursday, April 7 • 6:00 pm • AC342

Whether you're interviewing for grad school, or for an entry-level position, let Sherry Weldy and Kyle Worden take the mystery out of the interviewing process. Discover the 'Secrets and System for Success' in deciphering what is REALLY being asked by an interviewer. Laugh and learn as your facilitators teach you how to be successful in your future interview situations!



## PHM Interview Day

Friday, April 29, 2011

Two representatives from the PHM school district will be on campus interviewing teacher candidates on **Friday, April 29, 2011**. You must be a graduating senior who will have completed student teaching by the time of the interview.

Please email your resume to Sherry Weldy ([weldys@BethelCollege.edu](mailto:weldys@BethelCollege.edu)) by **Monday, April 11th** if interested.

This resume will be forwarded **AS IS** to the corresponding principal and they will select the pool of candidates to interview. You must indicate in your email if you are seeking an elementary or secondary position and include your cell phone number.

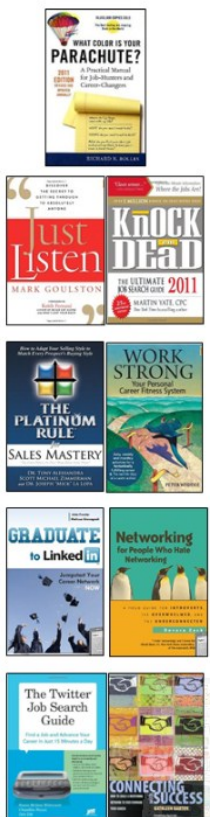
## Spring GRAD Career Webinar Series

Every Wednesday • 3-4 pm • AC342

To help this year's graduates get ready for their job search, the Office of Career Services and TalentMarks.com, a firm dedicated to provide Career Coaching to graduates and alumni, is offering 9 Webinars featuring authors and experts who will share how to organize their job search, plan their career, build a network, create their brand, develop killer resumes, and use LinkedIn and Facebook to get a job!

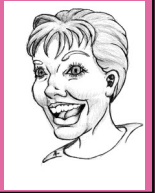
Each week will feature a new topic and expert. Check out the upcoming line up:

- |          |              |
|----------|--------------|
| April 6  | Linkedin     |
| April 13 | Interviewing |
| April 20 | Twitter      |
| April 27 | Listening    |
| May 4    | Networking   |



## SHERRY'S CORNER

Sherry Weldy, Bethel's Career Development Coordinator, a.k.a. **'the crazy chapel announcement lady'** shares trivia, tips and tantalizing tidbits for student jobseekers!



Right now you are probably stressed right off your noodle with everything you have to complete, study for and do over the next 4 weeks! You get to a point that you just can't wait to "get outta here" and experience the "real world".

But take a minute and look around...

I read a great article recently that said "college is not the real world. It's the final playpen." Now don't go gettin' all insulted! I gotta tell ya—it's true!

I'm a Bethel grad and I can remember wanting to flee from campus my senior year! I was ready to break free, be married, play house, work full-time, BE AN ADULT!

Having lived in this area for the last 25+ years, there were times my husband and I would drive past and look longingly at the campus. Invariably one of us would sigh, "remember when..." and it always brings back a flood of memories.

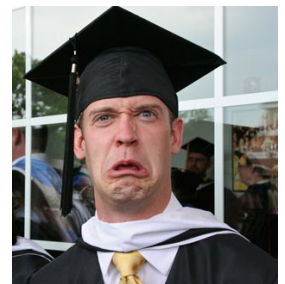
College is probably the last time where you'll have big chunks of free time; holidays and summers off to laze in the sunshine; someone else responsible for paying the bills.

Look around that 'playpen'. This is the place where you have laughed, cried, screamed, slept, ate, studied, pranked, grew, stretched, prayed, loved.

You are not the same person you were four years ago when you arrived all wet behind the ears. You really ARE an adult now. It's time to step into the real world and embrace responsibility! You're gettin' a job! Lookin' for an apartment! Possibly getting a car! But be careful as you make that transition from college to the real world!

## Hey, Grads! Did Ya Know...

It's easy to feel lost if you don't have a game plan. Brooke Randolph for EduInReview.com shares a few pitfalls to avoid on this journey:



**Be realistic.** Sometimes graduates place too much expectation on themselves to immediately achieve. Although some have immediate luck, it can take months to find your first professional job. Have a plan, but make your goals realistic.

**Check your attire.** If you want to be taken seriously, dress for the job you want. Running around dressed like a college student will take you no where fast.

**Say it out loud.** Often it's about who you know, not *what* you know that gets you that first job.

**Make a budget.** You will likely have new bills or bills for the first time in your life. Make a financial plan or budget and stick to it. Live within your means and avoid the temptation of credit cards.