

C2C STRONG

THE ULTIMATE
GUIDE TO
TRANSITIONING
FROM COLLEGE
TO A CAREER
LIKE A BOSS!

ACTIVATE YOUR
HANDSHAKE
ACCOUNT TODAY!

For a sensational
social media career
journey, be sure to
strut your stuff on
Handshake!

CAREERSERVICES.WAYNE.EDU



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Career Services

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Letter from the *Career Professionals*

Getting hands-on experience is like adding extra frosting to your career cake! Internships, volunteer work, research, community service, and real-world projects are the secret ingredients to whip up skills that employers eat up. Think critical thinking, leadership, communication, and teamwork - the key recipe for a successful College-to-Career transition!



When you embark on your college career, it's easy to think of graduation as your ultimate goal. But what lies after? When you have your degree, where do you go next? How will the experiences you've had in college – both in the classroom and outside of it – translate to career success?

The relationships you build during your time at Wayne State, what you learn in your studies, and your internship and

volunteer opportunities are all honing skills you need to excel in your chosen field. In Career Services, we provide the resources and assistance for career readiness to help you understand your strengths, identify your skills, leverage your contacts, and take the first steps toward a successful college-to-career transition.

Whether you're a freshman or a Wayne State graduate, we are here to guide you to success.

In the following pages, you'll learn more about the resources available to you from Career Services. More importantly, you'll find tips on college-to-career success, how to build a resume, preparing for an interview, and accepting a job offer. These tips will help you transition from being a student to an employee, from a novice to a leader. Remember, no matter where you go, you're always a Warrior. We look forward to working with you as you prepare to thrive in your career.

Shawn Lewitt

DIRECTOR-CAREER SERVICES



Career Services



Discover what awaits you...



Career Coaching:

Dive into a world of career exploration, tailor-made action plans, and mastering the art of resume writing, job hunting, and acing interviews!

Professional Development Toolbox:

Check out tools for your career journey - a mobile app buzzing with a pro network, job listings galore, snazzy AI learning gadgets, job-simulating fun, a DIY career crash course, a video channel for career inspo, and a whole lot more!

Professional Mixers:

Rub elbows with future bosses at meet & greets, job fairs, and career workshops. Don't miss out on these fab chances to shine in your professional journey!

Campus Employment for Students:

Part-time campus gigs and Federal Work-Study roles that dance around your class timetable!

Internship Experiences:

Micro and macro temporary paid work experiences that dive in to a student's field of interest.

Professional Job Prospects:

Full and part-time gigs for you! Brace yourselves for paid job adventures waiting just for you.

THREE EPIC MOVES TO GET IN THE CAREER SERVICES GAME

Your key to cracking the code for college-to-career success!



Meet with a Career Coach to get in the career game!

Set up a time to map out your career goals and learn pro techniques for finding internships and jobs, writing your resume and cover letter, stepping up your interviewing, and more!



Step up your Handshake profile and add your resume to level up!

Download the Handshake mobile app, complete your profile, and save a resume to showcase your skills to employers.



Take advantage of our events and resources for the College-to-Career win.

Career Services offers many professional development and networking events, along with state-of-the-art online career tools and resources that are free to students. Check them out at careerservices.wayne.edu.

CAREER SERVICES

Check us out at careerservices.wayne.edu.

*Join
the
WSU*

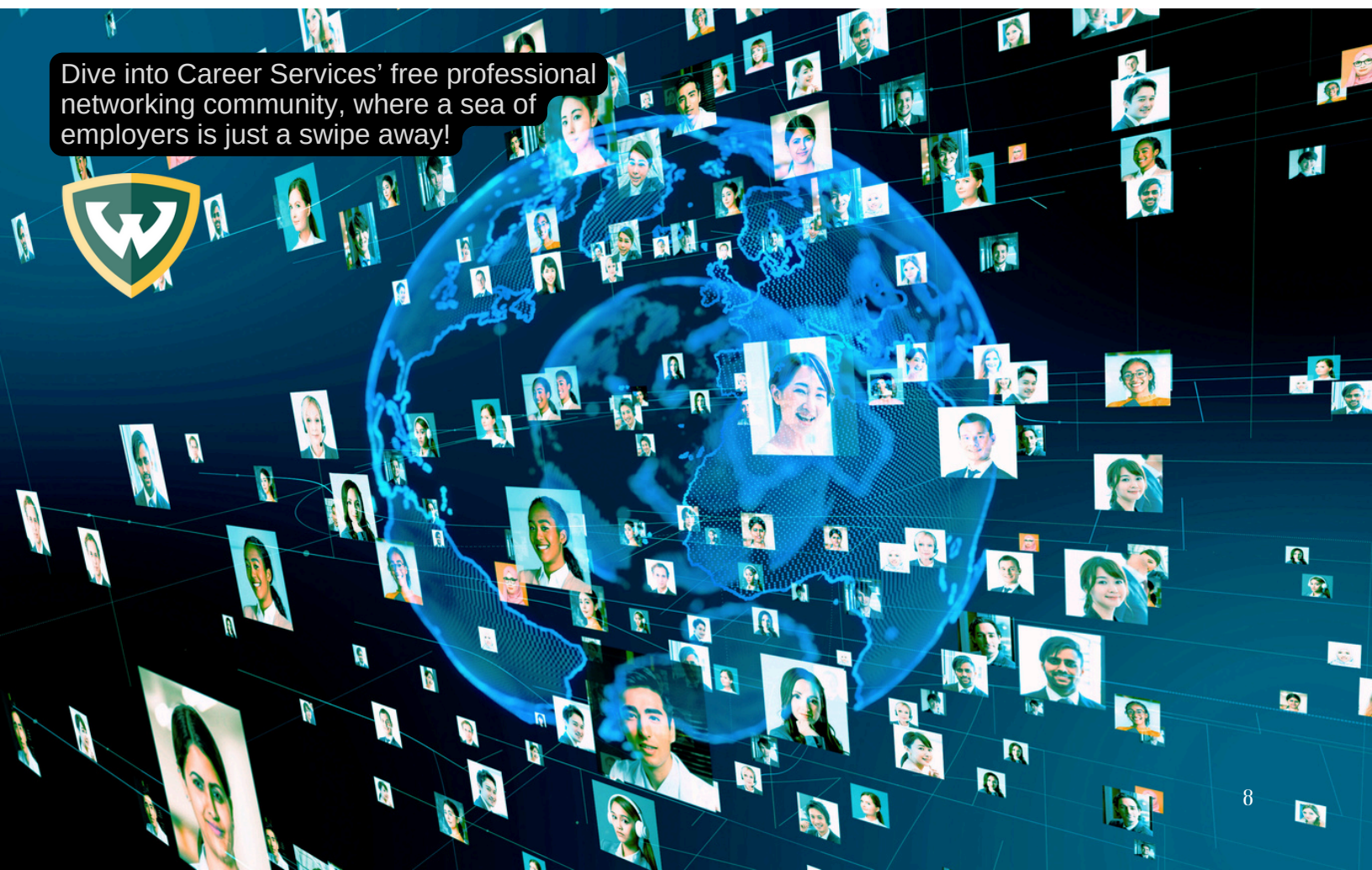


*Handshake's social content network
(aka professional social media),
is where students and employers
mingle on equal footing!*

Handshake Community

Strut your stuff like a peacock on a catwalk! Flaunt your classes, projects, and all the cool things you've been rocking. Time to show those recruiters you're the ultimate package!

Dive into Career Services' free professional networking community, where a sea of employers is just a swipe away!



The Handshake mobile app is your backstage pass to WSU Career Services and a world of professional growth events, job listings, internships, networking galore, and even chatting up potential bosses - all in the palm of your hand!



Download the Handshake mobile app for Android and iOS

Handshake

is the #1 way college students find jobs.

Handshake's mobile app is the #1 tool for college students to search and apply for jobs and internships, discover and register for career events, and so much more!

The mobile app is free to download and use on iOS and Android devices!

To start, you'll need to search for Handshake in the app store on your mobile device and download it!

Log into your free Handshake account via the mobile app.

1. Open the app on your device and enter your school to get started - Tap in the search box to type in the name of your school, then select it from the dropdown.

2. Enter your email address that's connected to your Handshake account, then tap Continue.

3. Check your email for a unique code sent to your inbox.

Subject: "Your Handshake temporary passcode is ready"

From: Handshake <handshake@m.joinhandshake.com>

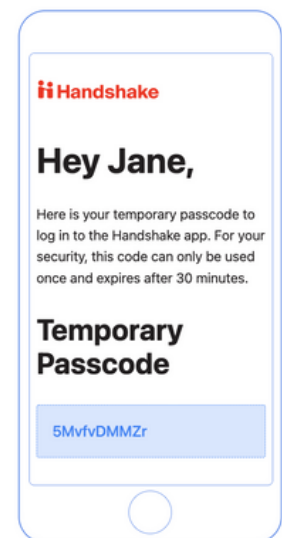
Body: "Hey [NAME],

Here is your temporary passcode to log in to the Handshake app.

For your security, this code can only be used once and expires after 30 minutes.

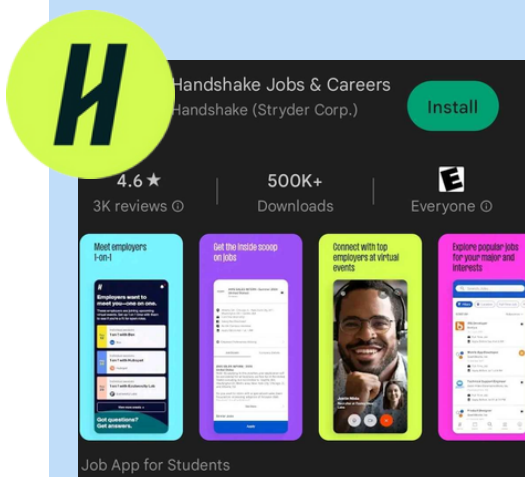
Temporary Passcode

[CODE]"



4. Copy and paste the code into the field within the app, then tap Continue.

If you're new to Handshake, don't worry! Get ready for a fun onboarding ride before diving into your account!



Navigate your Career Path with Career Services

Career planning is dynamic and multifaceted, requiring individuals to be adaptable, proactive, and forward-thinking. It involves leveraging technology, focusing on continuous learning, and considering broader societal trends to build a fulfilling and resilient career path.

Connect with us to craft a fresh and modern career plan that includes:

Technology Integration:

- AI and Big Data: AI-driven tools and data analytics are used for career assessments, personalized job recommendations, and tracking career progress.

Networking and Personal Branding:

- Networking Platforms: In-person events and professional networking platforms like LinkedIn to connect you with industry professionals and job market trends, along with guidance in building a professional online presence through social media, personal websites, and digital portfolios.

Focus on Well-being and Work-Life Balance:

- Mental Health Awareness and wellness programs: An emphasis on career plans that prioritize mental health and work-life balance and offer exposure to employers that offer wellness programs so individuals can incorporate these benefits into their career plans.

Diversity, Equity, and Inclusion (DEI):

- Inclusive Work Environments: Exposure to employers who prioritize DEI, ensuring fair and equal opportunities for all.

Emphasis on Lifelong Learning:

- Continuous Skill Development: Guidance with continually updating skills through advanced degrees, online courses, certifications, training programs, and micro-credentials such as short, focused courses that provide specific skills and knowledge that will enhance your learning and elevate your career.

Make an appointment at careerservices.wayne.edu.



CAREER COMPETENCIES

Clusters of essential skills that are important to develop to ensure career success after graduation



The National Association of Colleges and Employers (NACE) describes career readiness as the secret sauce that equips college grads with the essential skills needed to conquer the professional world and ace career navigation.

Skills, smarts, and qualities gained from all corners of life make up these competencies. Your academic adventures will offer opportunities for you to sharpen these pro skills, setting the stage for a smooth glide into the job market post-graduation.

Dive into a whirlwind of learning experiences like classes, internships, research, volunteering, and community projects!

These adventures will help you ponder over all the cool stuff you've learned, the skills you've gained, and the traits you've polished. It's like preparing for a magical journey from college life to the career world!

On the next page, check out NACE's list of top eight career superpowers so you can dazzle future employers and ace that college-to-career leap!



Career readiness competencies, developed by the National Association of Colleges and Employers (NACE), are like your secret weapon to dazzle employers and show them you mean business!

CAREER READINESS

Competencies for a Career-Ready Workforce



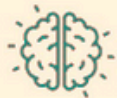
Career & Self Development

Proactively develop oneself and one's career through continual personal and professional learning, awareness of one's strengths and weaknesses, navigation of career opportunities, and networking to build relationships within and without one's organization.



Communication

Clearly and effectively exchange information, ideas, facts, and perspectives with persons inside and outside of an organization.



Critical Thinking

Identify and respond to needs based upon an understanding of situational context and logical analysis of relevant information.



Equity & Inclusion

Demonstrate the awareness, attitude, knowledge, and skills required to equitably engage and include people from different local and global cultures. Engage in anti-racist practices that actively challenge the systems, structures, and policies of racism.



Leadership

Recognize and capitalize on personal and team strengths to achieve organizational goals.



Professionalism

Knowing work environments differ greatly, understand and demonstrate effective work habits, and act in the interest of the larger community and workplace.



Teamwork

Build and maintain collaborative relationships to work effectively toward common goals, while appreciating diverse viewpoints and shared responsibilities.



Technology

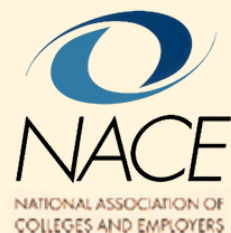
Understand and leverage technologies ethically to enhance efficiencies, complete tasks, and accomplish goals.

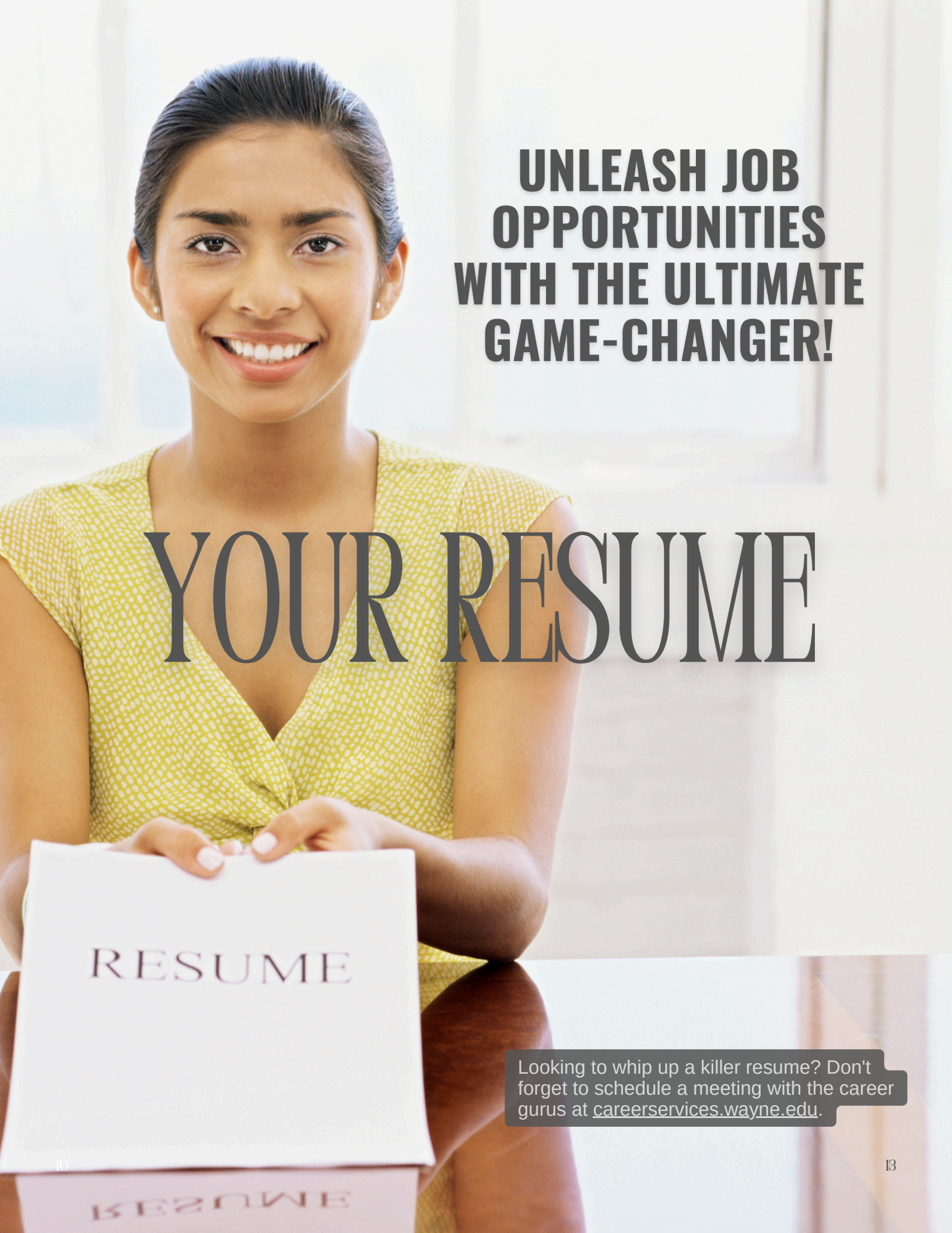


What Is Career Readiness?

Career readiness is a foundation from which to demonstrate requisite core competencies that broadly prepare the college educated for success in the workplace and lifelong career management.

naceweb.org/career-readiness-competencies



A young woman with dark hair pulled back, wearing a yellow patterned sleeveless top, is smiling warmly at the camera. She is holding a white folder with the word 'RESUME' printed on it. The background is a bright, out-of-focus indoor setting with large windows.

**UNLEASH JOB
OPPORTUNITIES
WITH THE ULTIMATE
GAME-CHANGER!**

YOUR RESUME

Looking to whip up a killer resume? Don't forget to schedule a meeting with the career gurus at careerservices.wayne.edu.

Your first encounter with an employer begins long before you interview.

Your resume and cover letter provide a first impression to prospective employers, who will use them to learn about your qualifications, personality, attention to detail, and ability to communicate. To get your foot in the door with a company, it is essential to craft an attention-getting resume and cover letter.

Types of resumes

The type of resume you create depends on your experience level in the industry and the occupation in which you want to work.

There are three primary types of resumes:

1. Chronological:

Typically lists each job you have held in order, beginning with the most recent. This resume is ideal for individuals with several years of relevant experience, especially when their job titles show an ever-increasing amount of responsibility.

Modified chronological resumes allow for changing the order in which jobs are presented to highlight those most relevant to the position being sought.

2. Functional:

Good for people with too little – or too much – experience. If you do not have years of experience in your preferred industry but you have abilities and skills you have learned as a student, volunteer, or from a hobby, functional resumes allow you to highlight these strengths and downplay your lack of industry experience – or to focus on your strengths when your experience is too lengthy for a chronological resume.

3. Combination:

Professional resume writers and career counselors often recommend combining the best qualities of the chronological and functional resumes. In this type, your work history is presented in



reverse chronological order, but it may come after a review of your functional skills and achievements (strengths).

What are Targeted Resumes?

A targeted resume may be any of the three types listed above, but it is written for a specific company or a position. Use a targeted resume when you know about a particular job opening,

either from someone in your network or from a formal job posting. A targeted resume can also be used when you are contacting a specific company but are not responding to a specific announcement.

If you have skills for more than one occupation, you should create separate, targeted resumes for each occupation.



PRO HACKS FOR CRAFTING AN EPIC RESUME

1. Leverage AI and Resume Analysis Tools

- **Utilize AI-powered resume analysis tools:** Jobscan, Rezi, or Resume Worded. Scan your resume against the job description. These tools can highlight missing keywords and suggest improvements.
- **Optimize for ATS:** Ensure your resume is optimized for Applicant Tracking Systems (ATS) by using standard fonts, clear headings, and avoid complex formatting.

2. Incorporate Relevant Keywords

- **Extract Keywords:** Use tools like Textio or LinkedIn's built-in features to extract relevant keywords from the job posting.
- **Integrate Keywords Naturally:** Seamlessly integrate these keywords into your resume, especially in the skills and experience sections.

3. Customize Your Professional Summary

- **Tailor the Summary:** Write a professional summary that addresses the job role directly. Mention your most relevant experiences, skills, and what you bring to the table.
- **Include the Job Title:** Incorporate the job title you're applying for into your summary.

4. Update Job Titles and Descriptions

- **Align Job Titles:** Adjust your previous job titles if necessary to match the job you're applying for, as long as they're honest and reflect your responsibilities.
- **Highlight Relevant Tasks:** Modify your job descriptions to emphasize tasks and achievements relevant to the new role.

5. Showcase Relevant Achievements with Metrics

- **Quantify Achievements:** Use specific numbers, percentages, and outcomes to highlight your impact. For example, "Increased sales by 20%" or "Managed a team of 10."
- **Align Achievements:** Highlight achievements that directly match the job responsibilities or goals.

6. Highlight Relevant Education and Certifications

- **Match Required Qualifications:** Ensure your education section highlights degrees or certifications required for the job.
- **Include Additional Certifications:** Mention any additional relevant certifications or courses, especially those completed recently through online platforms like Coursera, Udemy, or LinkedIn Learning.

7. Reflect Company Culture

- **Research the Company:** Understand the company's values and culture. If they emphasize innovation, teamwork, or customer focus, reflect these in your resume.
- **Adjust Language and Tone:** Match the language and tone of your resume to the company's style. If the company is formal, keep your resume formal. If they are more casual or creative, adjust accordingly.

8. Utilize Modern Design and Formatting Tools

- **Use Professional Templates:** Utilize modern resume builders like Canva, Novorésumé, or Zety to create a visually appealing resume that is also ATS-friendly.
- **Consistent Formatting:** Maintain consistent formatting, font, and style throughout the resume.

9. Incorporate Digital Elements

- **Include a LinkedIn Profile:** Add a link to your LinkedIn profile and ensure it's up to date and mirrors the information on your resume.
- **Portfolio Links:** If applicable, include links to your professional portfolio, GitHub, or any other relevant online presence.

10. Proofread and Edit

- **Check for Errors:** Use grammar and spell-check tools like Grammarly to ensure there are no errors.
- **Seek Feedback:** Get feedback from peers or set up an appointment at Career Services.

IS WRITING A COVER LETTER REALLY IMPORTANT?

With recruiting being digital, is it necessary to write something to accompany your resume or job application? Is a cover letter really that important? The answer is yes!



After a hiring manager dives into your resume, they might take a peek at your cover letter for extra info... or perhaps they'll read your cover letter first! That's why job seekers shouldn't casually throw in a cover letter as an afterthought or, even worse, skip it altogether.



A cover letter is your introduction to a prospective employer. It's your opportunity to make a positive first impression and explain why you'd be a great hire before they even meet you. If you really want the interview, you need to put your absolute best efforts forward when applying for a job, which includes a cover letter with an application and resume. A savvy job seeker includes a targeted cover letter in the body of an email message or an online job application.

The tips below will ensure you are on task for writing a great cover letter to accompany your resume.

Make Your First Paragraph Pop

You have approximately seven seconds to gain the attention of a hiring manager. Therefore, the first paragraph of a cover letter is the most important. By saying something unique and not just using a cookie-cutter template, you will significantly increase your chances of getting a job interview.

Highlight Your Value

People are hired based on what they bring to the table. Use your cover letter to highlight your value and explain how your skills, competencies, and experiences can help the company.

Research The Company

If you are serious about getting interviews, you will research the companies you are applying to. This ensures that you are choosing companies that align with your values and shows the hiring manager that you are serious about the position and not just looking for a paycheck.

Tell Your Journey

A cover letter gives you the chance to explain your career journey. Explain how your previous positions have led you to this role. If you're just finishing school and you don't have a career history, talk about your internship, volunteer work, community service, research, coursework, or high GPA in a cover letter.

Unleash your inner interview guru with Career Services' FREE online interview practice tool and resume wizard!



BIG INTERVIEW



Big Interview, Career Services' online interview coach, is the go-to spot for polishing up your interview skills and crafting a killer resume. Trusted by job hunters far and wide, it's your fast pass to ace that next interview!



ffering a variety of tools, Big Interview focuses on interviewing and resume writing prep for college to career success. This free online platform combines training AND AI-based video practice to help improve your interview skills and build your confidence. The step-by-step training will help you prepare for traditional and virtual interviews, along with writing a competitive resume. Features of the platform include:

- Challenging virtual mock interviews for all experience levels and hundreds of industries.
- A database of thousands of interview questions with tips on how to answer them.
- The ability to rate and share your interview answers for feedback.
- A comprehensive video training curriculum covering all aspects of landing a job.
- A step-by-step interview Answer Builder for crafting answers to behavioral questions.
- A Resume builder and Resume Curriculum.



HOW TO GET STARTED

Here's how to set up your WSU Big Interview account:

STEP 1: Go to <https://wayne.biginterview.com/> and click "Register".

STEP 2: Enter your @wayne.edu email address, name, and Access ID password, and click "Create my Account."

STEP 3: Login and start using Big Interview.

Note: Desktop users must use Google Chrome or Firefox as a browser for Big Interview to work correctly.

10 FAB TIPS TO ACE YOUR INTERVIEW!

Get ready to rock that interview! Dive into the company's vibe, practice those tricky questions, brag about your achievements, flaunt your adaptability, showcase your technical wizardry, and shine with your competencies and skills. And don't forget to dress to impress, nail that virtual setup, and always follow up with a sweet thank-you note. You're on your way to interview success!



Interview techniques may be getting a modern facelift, but these classic 10 gems never go out of style!



1. **Research the Company:** Understanding the company's values, mission, recent news, and culture can give you valuable insights and help you tailor your responses during the interview.
2. **Practice Common Questions:** While every interview is unique, many questions recur. Practice common interview questions and prepare concise, relevant responses that highlight your skills and experiences.
3. **Highlight Your Achievements:** Be ready to discuss your achievements and how they relate to the position you're applying for. Use specific examples to demonstrate your skills and capabilities.
4. **Demonstrate Adaptability:** In today's rapidly changing world, adaptability is highly valued. Showcase instances where you've successfully adapted to new challenges or environments.
5. **Showcase Technical Skills:** Depending on the job, technical skills may be crucial. Be prepared to discuss your technical expertise and how it aligns with the role you're applying for.
6. **Emphasize Career Competencies:** Soft skills such as communication, problem-solving, and teamwork are increasingly important. Provide examples of how you've effectively used these skills in previous roles.
7. **Ask Questions:** Prepare insightful questions to ask the interviewer. This will demonstrate your interest in the role and company and provide an opportunity to clarify any uncertainties you may have.
8. **Practice Virtual Interviews:** With the rise of remote work, virtual interviews are common. Familiarize yourself with the technology and ensure a professional environment free from distractions.
9. **Dress Appropriately:** Whether the interview is in-person or virtual, dress professionally. Your appearance contributes to the overall impression you make.
10. **Follow-up:** After the interview, send a thank-you email expressing your appreciation for the opportunity. This reinforces your interest in the position and leaves a positive impression.

WHAT'S ALL THE FUSS ABOUT INTERNSHIPS?

Internships are like hitting the jackpot for students. Let's dig into 7 reasons why they're absolute career game-changers:

1. Practical Experience

Internships provide hands-on experience in a real-world setting, allowing students to apply classroom knowledge to practical tasks and projects.

2. Skill Development

Internships help students develop both technical and soft skills, such as teamwork, communication, problem-solving, and time management.

3. Industry Insight

Internships offer a glimpse into the workings of an industry or company, helping students understand industry standards, work culture, and expectations.

4. Networking Opportunities

Internships provide a platform for students to build professional networks, connect with mentors, and establish relationships that can be valuable for future career opportunities.

5. Resume Building

Having internship experience on a resume enhances its attractiveness to potential employers, showcasing a candidate's proactive approach and relevant experience.

6. Career Exploration

Internships allow students to explore different career paths and industries, helping them make informed decisions about their future career direction.

7. Potential Job Offers

Many internships lead to full-time job offers, as companies often use internships to identify and recruit talented individuals.





ESTABLISHING A CONNECTION WITH CAREER SERVICES



Check out the Career Services website for the lowdown on our resources and services, and schedule to meet with us via email or on Handshake.

[CAREERSERVICES.WAYNE.EDU](https://careerservices.wayne.edu)