

“Knowledge is of
no value unless
you put it into
practice.”

Anton Chekhov



Widener University

MASTERING CAREER READINESS

Career Services Discussion with MSW Students
February 9, 2018

Career Readiness: Many Dimensions



Education: What have I learned in formal coursework?

Experience: In what settings have I applied my learning so far?

Skills: What kinds of tangible skills have I acquired?

Knowledge: What is the cumulative value of my preparation?

Step 1: Intake

- Inventory goals
- Assess strengths and gaps

Complete a Self-Assessment

- What are my strengths?
- What skills have I developed through my...
 - ...Coursework?
 - ...Internships?
 - ...Part-time jobs?
 - ...Volunteer experience?
 - ...Student or professional organizations?

Experience Counts – All of It

- Lead with most directly related to chosen field, paid or unpaid
- Include research projects, service-learning, internships, volunteer experience
- Make non-connected experience connect: highlight transferable skills (e.g., Buddy Walk Volunteer = interpersonal skills, coordination experience)

Brainstorming prompts

- The single accomplishment that I am proudest of is

_____.

- When I think about an event that changed my life, what comes to mind first is _____.

- During my career I really hope to have an impact on

_____.

Step 2: Prepare Documentation

- Develop compelling resume/cv and cover letters
- Line up references

Which One?



Do you need a resume or a curriculum vitae (c.v.)?

Resume

- Achievement oriented and results driven
- Used outside academia, typically in industry
- Summary of related, experience, education, and skills
- Targeted specifically to position at hand
- One page, sometimes two, in length
- Space is at a premium
- Will be scanned/reviewed by employer in about 20 seconds

Curriculum Vitae

- Credential oriented (title driven; who/where?)
- Used when applying to positions in academia or research
- Also used for grants, scholarships, and admission to graduate programs
- Summary of all of your educational and professional background
- Includes full list of publications and presentations
- May be several pages in length
- Will be thoroughly read by a search committee

Consider going hybrid (CV+ Resume)



License to use more resume style elements:

- Your name in a larger and different font
- Add relevant additional sections, e.g., Leadership, Service Learning, Multi-cultural Experience, Grant Writing, etc.
- Again, selective use of bullets to break up copy

Use reader-friendly formatting

- Clearly label and differentiate categories from content below (e.g., boldface, underscore, etc.)
- Nothing smaller than 10-point type
- Selectively use bullets for descriptive points
- Save as PDF to upload and keep in Word for files/edits

Formatting Guidelines

- No templates!
- Easy to read
- Resumes one page, CVs can be multiple
- Consistent margins (no smaller than 0.5)
- Consistent font except for banner if desired
- Consistent font size in headings and body copy
- Selectively use **bold**, *italics*, or CAPS for emphasis



Banner = Branding

- Whichever you choose, use for all correspondence

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Map out headings and sub-heads

- **Summary** (optional)
- **Education:** Courses, Academic Honors, Study Abroad, Service- Learning
- **Research** Experience, Signature Projects
- **Presentations** and **Publications**
- **Experiential Learning** (Internships, Practica)

More sub-heads



- **Volunteer** Experience
- **Additional** Experience (Part-time jobs)
- **Leadership** Positions and Activities
- **Professional Organization** Memberships
- **Specialized Skills** (Assessment, Computer, Language)

Should I tailor my resume/cv?

Absolutely. Approaches include:

- Vary the order of your categories (Education always come first)
- Add/omit or deemphasize specific items, taking your cue from position description

References

- Have at least three references prepared
 - ▣ Ask for permission
- Do not include on resume; however, some online applications will request them right away

Want more? Visit Career Services on YouTube

- <https://www.youtube.com/watch?v=Y1OoNVY1pTY&feature=youtu.be>

The image shows a YouTube video player interface. At the top, the video title is "Resumes Video 3 - Which style to use?". Below the title is the channel name "Widener Career Services" and a red "Subscribe" button with a subscriber count of 8. Below the channel information are icons for "Add to", "Share", and "More". The video player itself shows a blue banner with the text "The Right Resume". Below the banner is a portrait of Janet Long, a woman with glasses, and the text "Presented by Janet Long, Career Counselor Office of Career Services". At the bottom of the video player, there is a "Pride CAREERS" logo. The video player controls at the bottom show a play/pause button, a progress bar at 0:03 / 5:08, and icons for closed captions, settings, and full screen.

Cover letters count

- Think back to personal statement you wrote for graduate school
- Cover letter should complement and reinforce your resume/cv, not reiterate it point by point
- Opportunity to mention work in progress versus completed accomplishments listed on your resume/cv

Customize, customize, customize

- Employers' number one complaint is generic or form letters; show you've done your homework
- Tell the employer what attracted you to *this specific role*, how your training will make a contribution to *this organization*
- Begin each paragraph with general selling point and back it up with examples

Easy as A,B, C

- **A = About:** what role you are applying for and why. Also place to name drop if you have a referral or an “in”
- **B = Because:** connect the dots between role requirements and what you can offer
- **C = Close:** reiterate your interest, ask for the interview, and say that you will follow up

Activity



- Your turn --- practice your ABCs

Social Worker MSW

Send This Job to a Friend



Department DCIU - TCA

Schedule Full-time

Shift Day Shift

Hours 7:30am-4:00pm

Job Details Masters degree is required

Master's level clinician to provide individual, group therapy, and case management services in The County Alternative High School. This position is a part of a collaborative partnership between the Delaware County Intermediate Unit and Prospect Crozer Chester Medical Center's Community Division. This is a 10 month position with full time (12 month) benefits.

Experience working with adolescents with significant behavioral/emotional concerns is a prerequisite. Excellent crisis intervention skills required with the ability to deescalate and mediate conflicts. Ideal candidate must be experienced at writing measurable and timely treatment plans and progress notes. Must function well as part of a treatment team and as a consultant to the educational system. This applicant must have the ability to multitask and make appropriate referrals to outside systems for necessary treatment. Additionally, this counselor would be responsible for conferring and coordinating with current treatment providers and participating in IEP meetings as requested to report on progress in treatment.

Apply ▾

Search Results ▾

Step 3: Career 'Treatment' Plan

- Prioritize areas of career focus
- Identify organizations of interest
- Organize support team/network
- Perfect interviewing skills



~~Reactive~~

Proactive



What YOU Can Do

- ▶ Create a professional email signature and voice mail
- ▶ Be flexible and open, with location and position
- ▶ Maintain focus & discipline
- ▶ Develop an Action Plan:
 - ▶ Research employers and job opportunities
 - ▶ Keep a list of where you apply: name of company, position title, date applied, date of follow-up (chart to follow later), and name of contact person if applicable
 - ▶ Set goals: how many applications per week?
 - ▶ Craft a well-written cover letter tailored to the job description

What YOU Can Do (cont.)

- Network
 - ▶ Reach out to people you already know (employers, professors, field work supervisors, friends)
 - ▶ Reach out to people who work for organizations you're interested in and ask questions – use LinkedIn
 - ▶ Find Alumni on LinkedIn – reach out & introduce yourself (alumni tool - next slide)
 - ▶ Join professional organizations related to your field and attend meetings/events
 - ▶ Request an informational interview
- Call organizations of interest that may not have positions posted to inquire about possible opportunities



to

[Previous](#) [Next](#)

29,168 alumni

Where they live

[+ Add](#)

Where they work

[+ Add](#)

What they do



28,621 · United States



530 · Widener University



3,607 · Healthcare Services



18,832 · Greater Philadelphia Area



232 · Penn Medicine, University of Pennsylvania ...



3,227 · Business Development



1,879 · Greater New York City Area



183 · Boeing



2,856 · Education

[Show more](#) 

Michelle Epstein MSW, LC... · 1st
 Plan,implement,grow & manage a variety of community progra...



Janet Long, M.Ed. · 1st
 Recruiter Reinvented | Collaborative Leader | Liberal A...



Kendall Laster · 1st
 Computer Science/Electrical Engineering Student at Widene...



Kevin Varghese · 1st
 Higher Education Professional '15 Biology/Biological Sciences,...

Best Practices: Networking

- ❑ Why should this person care?
- ❑ What do you want from them? Advice or conversation?
- ❑ Be brief, considerate, polite, and thoughtful
- ❑ Find a way to be a resource for them—key to networking is to create a mutually beneficial relationship
- ❑ Don't bait and switch
- ❑ Use proper spelling and grammar in emails
- ❑ Write a thank you note
- ❑ Follow up/check in

Job Search Sites

- ▶ Indeed.com
- ▶ Pridecareers
- ▶ Idealist.org
- ▶ Socialservice.com
- ▶ Vacareers.va.gov
- ▶ socialworkjobbank.com
- ▶ glassdoor
- ▶ company websites
- ▶ 3 crucial tips:
- ▶ Use these sites to IDENTIFY opportunities, but visit the company's website to apply
- ▶ Do not apply for jobs through third parties/staffing agencies
- ▶ If a job or a company sounds shady, do not apply

Search Tips

- ▶ Be creative in your search techniques
 - ▶ Apply best practices from your academic research
 - ▶ Try different key words, titles, etc.
 - ▶ Use advanced search options
- ▶ Be flexible, open-minded, and patient



Potential Careers

- ▶ Private or agency-based individual, group, and family therapist

- ▶ School or social worker

- ▶ Hospital social worker

- ▶ Substance abuse counselor

- ▶ Case manager

- ▶ College professor

- ▶ Community organizer

- ▶ Researcher

- ▶ Policy consultant

- ▶ Agency administrator/supervisor

Recent Employers

- ▶ Department of Human Services

- ▶ Northeast Community Center for Behavioral Health

- ▶ Catholic Social Services

- ▶ ActionAIDS

- ▶ Values into Action

- ▶ AtlantiCare Regional Medical Center

- ▶ Northern Children's Services

- ▶ PLAN of PA

- ▶ Philadelphia College of Osteopathic Medicine

- ▶ Women's Therapy Center

More Tips

- ▶ Be persistent in your search and don't give up
- ▶ Resumes & cover letters need to be **FLAWLESS**
 - ▶ Tailor both to the job
 - ▶ Always submit a cover letter even if not required
- ▶ Do not invest in only one position, it may not work out
- ▶ Continue your search until you have an offer in hand
- ▶ Create job alerts
- ▶ Stay organized & keep records

Get Organized

| Job Title | Employer | Location | Contact Info | Date Applied | Follow up |
|-----------|----------|----------|--------------|--------------|-----------|
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*Do this for companies you interview with too

You got the interview! Now what?



The good news: you already have the two major skills you need to ace any interview

- **Research:** Translates to inclination to investigate a topic and capture important details
- **Clinical:** Translates to strong listening skills, ability to make authentic connections

Purpose of an interview

Employers need to....

Confirm resume statements

Check for fit with team and organization/institution

Candidates need to...

Learn more about organization/institution and the position

Differentiate themselves from other candidates – sell themselves

Check for comfort level and fit

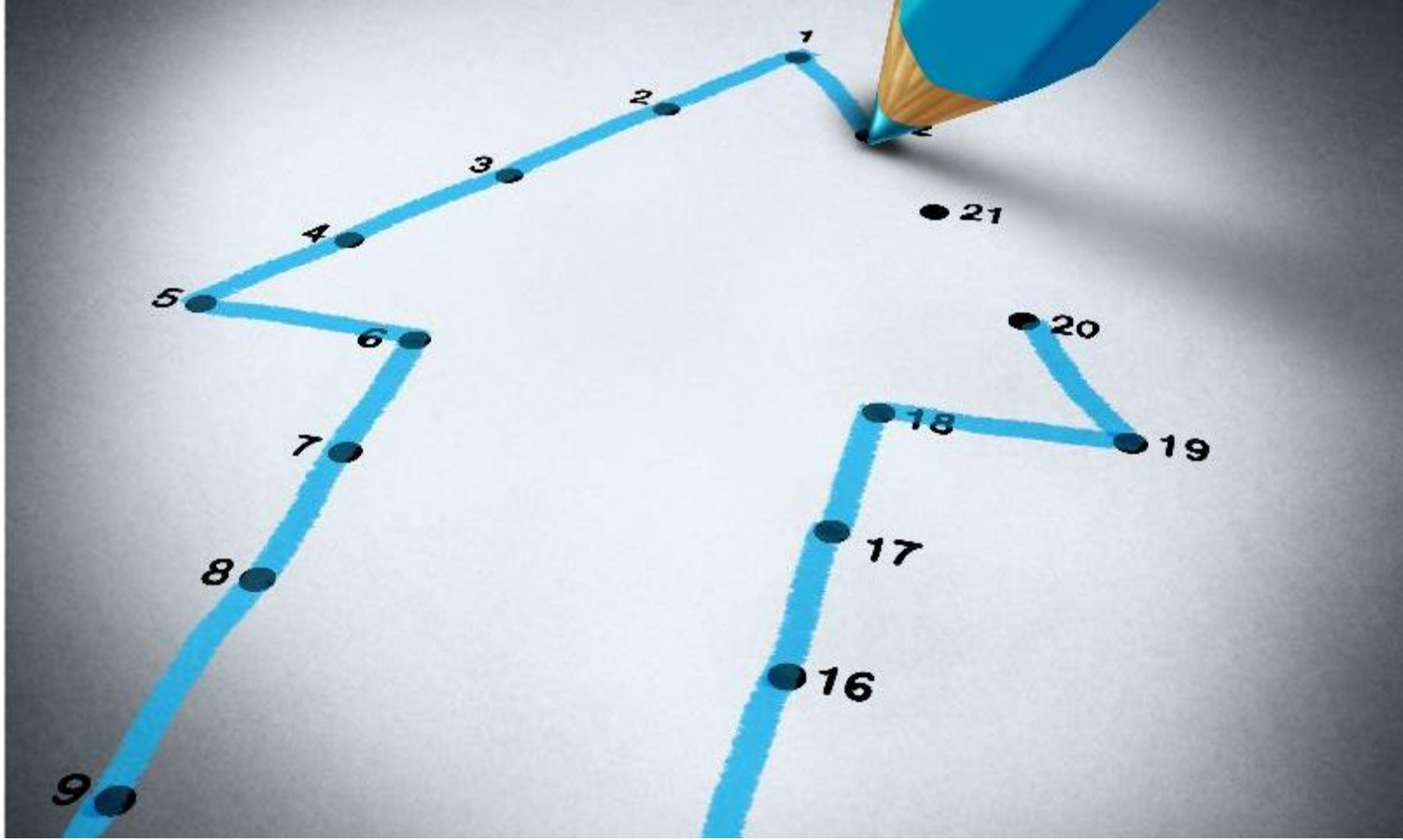
Types of interviews



- Getting to know you
- Stress
- Behavioral
- Highly structured
- Group or panel

Candidate's perspective of the interview

- Rigorous research and preparation
- Professional first impression
- Conversation for success: content and chemistry
- Quality questions
- Powerful close
- Killer follow-up



Connect the Dots:

Don't make the interviewer do the work

What you need to master

- Translating your training to the language of professional qualifications
- Telling short, pointed stories about yourself that may feel like bragging at first (the STAR method)
- Refraining from underselling what you offer

Become an interview STAR

S=Situation

T=Task

A=Action

R=Result

Sample behavioral questions

- Tell me about an internship experience that influenced your professional focus today.
- Give me an example of a time when you had to deal with a difficult colleague or supervisor. How did you handle the situation?
- Can you recall a time when you faced an ethical dilemma? How did you resolve it?

And a few points of protocol



- What to wear
- What to bring
- How to follow up
 - ▣ **THANK YOU!**

Questions???

