Career Choice, Assessment & Planning Services

**Kuder Career Assessment**
Whether you are trying to decide on a major, are unclear about career options or considering a career change, the Kuder Career Assessment is a great place to start. The career guidance tool helps you identify careers that are most suited for you based on your interests, skills, and workplace values. Contact Career Services to get started.

**Kuder Career Planning System**
Learn more about the Career areas identified by the Kuder assessments. Discover important details such as job duties, education requirements, earnings, and expected growth information for many different occupations. This information can be helpful in choosing your career and selecting an academic program of study.

**Job-Readiness Services**

**Resume Assistance with Optimal Resume**
Students and alumni can create professional resumes with OptimalResume™, an online resume builder that provides instructions, examples, and a wide variety of formatting options. Resume review services are available by appointment.

**On-Demand Interview Training with Big Interview**
With job interviews, practice makes perfect. Big Interview training system shows you what to expect during an interview and how best to prepare. Mock interview service is also available to Southwest students and alumni by appointment.

**Job Listings and Job Search Strategies**
Full and part-time job listings are available to current students and alumni on the Career Services website. Be sure to check the listings often as they are updated frequently.

**Career Fairs**
Meet with employers on campus to learn about job openings and what they look for in new employees. Career Fairs are held in the fall and spring semesters.

**Career Transition Group - The Networking Roundtable**
Network with other job seekers and learn helpful job search tips. The group meets on the 1st and 3rd Tuesdays of each month at 6:30 p.m. on the Macon campus. Attendance is free and open to all.
TOP 10 ATTRIBUTES EMPLOYERS LOOK FOR ON YOUR RESUME:

According to the National Association of Colleges and Employers, in addition to “keywords”, employers look for evidence of the following attributes when reviewing your resume:

1. Leadership
2. Ability to work in a team
3. Communication skills (written)
4. Problem-solving skills
5. Strong work ethic
6. Analytical/Quantitative skills
7. Technical skills
8. Communication skills (verbal)
9. Initiative
10. Computer skills

SOURCE: Job Outlook 2015: National Association of Colleges and Employers

Keywords
Using the right keywords on your resume highlights your skills, experience and education relevant to the job that you are applying for. They also help your job application get selected by software and hiring managers who screen your document.

TOP 10 CAREER STRATEGIES FOR FRESHMEN AND SOPHOMORES

Here are the top 10 things you can do during college to make yourself marketable to employers:

1. Keep your grades up
2. Identify your interests, skills, values, and personal characteristics
3. Actively explore career options
4. Become active in extracurricular activities and clubs
5. Get involved in community service
6. Develop your computer skills
7. Develop your writing skills
8. Complete at least one internship in your chosen career field
9. Gain an appreciation of diversity through study abroad, foreign languages, and courses
10. Use your Career Services office throughout your entire college experience

Remember, you control your career destiny. Don’t wait until graduation to start realizing your goals!

By Bob Omdorf. Courtesy of the National Association of Colleges and Employers.