

Career Services | Career Action Plan

At Career Services, we understand one of the many reasons you decided to complete a certificate at Calbright College is to gain the skills necessary to prepare for a new and in-demand career. As you embark on this journey, we encourage you to bridge your education with future employment, thus expanding your lifelong career development, by completing the actions listed below while you complete your coursework.

Build Your Brand at the Start of Program Pathway

- Meet with career coach to discuss options, goals, and to develop a plan
- Create LinkedIn profile to start networking and to build personal brand
- Attend Career Services workshop “Leveraging LinkedIn Profile”
- Keep informed about virtual industry events on our online calendar

Gain Insight While Completing Coursework

- Attend Career Services workshop “Resume and Cover Letter”
- Research employers and learn job market trends and salary expectations
- Participate in networking events sponsored by professional associations
- Pursue volunteer placement or other short term opportunities to build skills
- Complete project based assignments to build your portfolio

Prepare to Launch Before Taking the Industry Certification

- Attend Career Services workshop “Navigating Online Job Search”
- Meet with career coach to update resume, cover letter, and LinkedIn profile
- Participate in mock interview workshops to polish interviewing skills for employment opportunities
- Confirm 3-5 individuals who will serve as references

Begin a New and Exciting Career

- Apply for jobs/apprenticeships/internships
- Meet with career coach to prepare for interviews and job opportunities
- Attend special topic workshops (salary negotiation, rights in the workplace, etc.)
- Continue to grow professionally by earning LinkedIn Learning certificates and industry CEUs