



# CAREER GUIDEBOOK

THE DEPARTMENT OF CAREER PLANNING AND DEVELOPMENT

## **NETWORKING**

Learn essential skills and strategies to develop your professional online profiles

## **RESUMES & COVER LETTERS**

Utilize this beginner guide to start crafting compelling resumes and captivating cover letters

Your  
Guide *to*  
SUCCESS

# CAREER PLANNING & DEVELOPMENT



# CAREER GUIDEBOOK CONTENT



## ABOUT US

The Department of Career Planning & Development offers programs and services designed to help you develop job search skills and strategies. It's our mission to help KSU Owls thrive – both in the classroom and in your chosen field. Our staff and faculty members are available to help answer any questions you may have and to help you get started on your career path. Through our many available resources and tools, you will have access to services, programs, and experiences to help you succeed.



## MISSION STATEMENT

Through individualized career advising, events that advance students' career connections, and by fostering an ever-growing employer network, we empower our unique community to develop confidence and design a fulfilling life.

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# WRITING YOUR RESUME

A resume is a concise document that serves as a personal marketing tool to demonstrate qualifications and suitability to potential employers for a desired position.

## DID YOU

## KNOW?

Recruiters, on average, spend **5 to 7 seconds** looking at a resume during the initial review process.

## C.O.D.E. RESUMES

- C** **CLEAR:** Keep information concise and easy to read
- O** **ORGANIZED:** Ensure your layout has a smooth flow
- D** **DYNAMIC:** Use action verbs and descriptive statements
- E** **ERROR FREE:** Check for typos as this illustrates the quality of your work

## HANDSHAKE

### RESUME REVIEW PROCESS

- Before applying to positions in Handshake, ensure you have an APPROVED resume in the system. This ensures your application will successfully be submitted.
- Handshake resume reviews take 1 to 2 business days.

### RESUME DO'S

- ✓ Limit to 1 or 2 pages
- ✓ Design for skimmers eyes
- ✓ Use Headings: Education, Work Experiences, Projects, Certifications, Skills, etc.
- ✓ Put most important/relevant information first
- ✓ Remember that appearances matter (no errors)
- ✓ Use action verbs and industry buzz words from job description
- ✓ Focus on relevant details only
- ✓ Include name and page number on second page
- ✓ Use bullet points in your Experience Section
- ✓ Include numbers to quantify work in your experiences

### RESUME DONT'S

- ✗ Write before doing a self-assessment
- ✗ Refer to self as "I"
- ✗ Include personal information: Demographic Information
- ✗ Use colored paper
- ✗ Include references
- ✗ Use templates or tables
- ✗ Use abbreviations without explaining them
- ✗ Include a photo

## RESUME SECTIONS

### PERSONAL INFORMATION

This section should be located at the top of the page and not take up excessive space.

#### Information should include:

- First and last name
- Address (optional)
- Phone number, including area code (writing "Phone:" is not needed)
- Email address (should be some derivation of your name that makes a professional impression)
- LinkedIn short link (optional)

#### EXAMPLE:

**JOHN Q. OWL**  
Kennesaw, GA  
(678) 123-4567, JohnQ@students.kennesaw.edu

### OBJECTIVE

This section is an optional element. A cover letter often replaces this. **Information should:**

- Provide focus for the content of your resume
- Target a specific position or career field
- Includes the term during which you would like to work (i.e., use if you are seeking an internship)
- Expand very slightly on what key skill or outcome you might contribute to the position

#### EXAMPLE:

#### OBJECTIVE

Seeking an internship for Summer 2022 in the field of Civil Engineering, specifically Structural Analysis to provide leadership skills and working knowledge of AutoCAD.



Make an appointment with your Career Advisor for Resume review!

# RESUME SECTIONS CONT.

## EDUCATION

Begins with the university where you are currently enrolled. **Information should include:**

- City and state where the university is located
- Degree you are seeking (e.g., Bachelor of Business Administration, Marketing; Bachelor of Science in Biology)
- Date or anticipated date of graduation (e.g., July 2022)
- Include complete title of majors, minors, licenses and certifications
- Cumulative GPA (optional and only if above 3.0)
- Relevant courses, listed by title and not course number (optional)

### EXAMPLE:

Kennesaw State University, Kennesaw, GA

**Bachelor of Science, Psychology;** Minor in Management. Expected Graduation May 2022

Cumulative GPA: 3.15

Relevant Courses: Genetics I and II (lab), Anatomy and Physiology, Industrial and Organizational Behaviors

## EXPERIENCE

**Information should include:**

- Full name of the company or organization
- City and state where the company or organization is located
- Dates the position was held (month–year to month–year)
- The title of the position held
- Bullet points emphasizing your skills & accomplishments, starting with a strong action verb
  - Does not use any “I,” “my” or “me” statements
  - Action verbs in correct tense (past, unless position is current)
  - Entries in reverse chronological order (starting with most recent or current)

### EXAMPLE:

**The Home Depot, Atlanta, GA**

**Technical Analyst Intern, May 2020 – August 2020**

- Reviewed 15 new project requirements using interviews, document and workflow analysis, and surveys.
- Communicated and collaborated with external and internal customers to analyze information needs and functional requirements.
- Utilized experience with enterprise-wide requirements definition and management systems.
- Worked independently with users to define concepts under the direction of project managers.
- Served as liaison between the internal and external customer community and software development team.
- Collaborated with developers and subject matter experts to establish the technical vision.

# DID YOU

# KNOW?

**76%** of resumes are discarded for an unprofessional email address.

**88%** rejection rate when you include a photo on your resume.

## ADDITIONAL EXPERIENCE

**Should be listed in reverse chronological order, emphasize leadership and include:**

- Full name of the organization or the university
- City and state where the organization is located
- Title of the position held
- Dates the position was held by month and year
- Statements emphasizing your relevant skills and accomplishments
- Pertinent memberships and affiliations

### EXAMPLE:

**Student Government Association (SGA),** Kennesaw State University

Co-Chair, January 2021 – Present

- Directly manage a budget of \$1,000 used to support the development of KSU students.
- Construct and coordinate a minute-by-minute schedule for meetings to maximize efficiency.
- Assess risk in scheduled activities for a wide audience and mitigate when appropriate.

## OVERALL APPEARANCE

**Complete a final check of your document to ensure:**

- Appearance is professional and easily legible
- Resume is the appropriate length (for most undergraduates this means one page)
- Name and page number are included on all pages if document is longer than one page
- Page margins, font and font size are appropriate (Font size 10–12, .5” to 1” margins)
- Details are free from spelling mistakes and grammatical errors
- Bullet points and bold and italicized fonts are used consistently
- Categories are arranged in a logical order and relevant information is presented first

## REFERENCES

- Do **not** include references’ names or addresses (references can be sent upon request)
- Resume should **not** include “References Available Upon Request”

# RESUME EXAMPLE

## Scrappy the Owl

career\_services@kennesaw.edu  
Mobile: (470) 578-6555  
Kennesaw, GA

### Objective

Seeking an internship in the field of engineering to expand my knowledge in a workplace environment. Particular areas of interest are machine learning and aerospace.

### Education

**Bachelor of Science in Mechanical Engineering** Expected; May 20xx  
Kennesaw State University - Marietta, GA  
3.0 GPA

**Relevant Course Work:** MATLAB for Engineers, Fluid Mechanics, Strength of Materials, Machine Design, and Machine Dynamics & Vibrations

### Projects

- Design Project** Fall 20xx
- Completed a project for the Professor Farnsworth Company, a manufacturer of machine tools for the spacecraft industry.
  - Assisted engineering department in designing straight hand seamer used in bending, seaming, and flattening sheet metal.
  - Created models using SolidWorks and incorporating input from cross-functional product development collaborations. Contributed idea for change in handle design that is expected to improve comfort and safety when gripping the seamer aboard the Plant Express Ship.
  - Documented results and presented final project presentation to company employees and KSU faculty.

### Skills

Computer Skills: AutoCAD, SolidWorks, MS Project, MATLAB, MS Excel, MS Word, Visual Basic, PL/SQL, C, C++  
Technical Skills: Welding, CNC lathes, CNC horizontal milling and CNC vertical milling machines

### Work Experience

**Machinist and Welder**, Kennesaw Machining Company August 20xx - Present

- Developed fabrication and machine shop skills, managing multiple projects simultaneously and completing all projects on time and to specifications.
- Demonstrated advanced skills in operating equipment and machines including CNC machines, cutting machines and hydraulic presses for the fabrication of mechanical components.

**Intern**, Outer Rim Construction and Assembly January 20xx - May 20xx

- Completed four-week training course in PL/SQL and Visual Basic.
- Contributed as member of team developing new version of key software product.
- Interacted and collaborated with team members, supervisors and client contracts.

### Additional Work Experience

**Grocery Store Clerk**, Publix May 20xx - August 20xx

- Recorded the items being purchased by customers into the cash register manually and with a barcode reader
- Accepted payment from customers consisting of cash, credit or debit cards, and checks, and make change

### Professional Organizations

**American Institute of Aeronautics and Astronautics at Kennesaw State University**, Member  
**Georgia Society of Professional Engineers Organization at Kennesaw State University**, Member  
**Engineers For A Sustainable World Kennesaw State (ESW)**, Member

# APPLICANT TRACKING SYSTEMS (ATS)

ATS are software applications used by employers to manage and streamline the hiring process. ATS scans resumes for specific keywords, skills, experience, and qualifications that match the job description. Keep this in mind when designing and editing your resume. Find more free resources and information on ATS reviews through our website and this QR code:

DID YOU

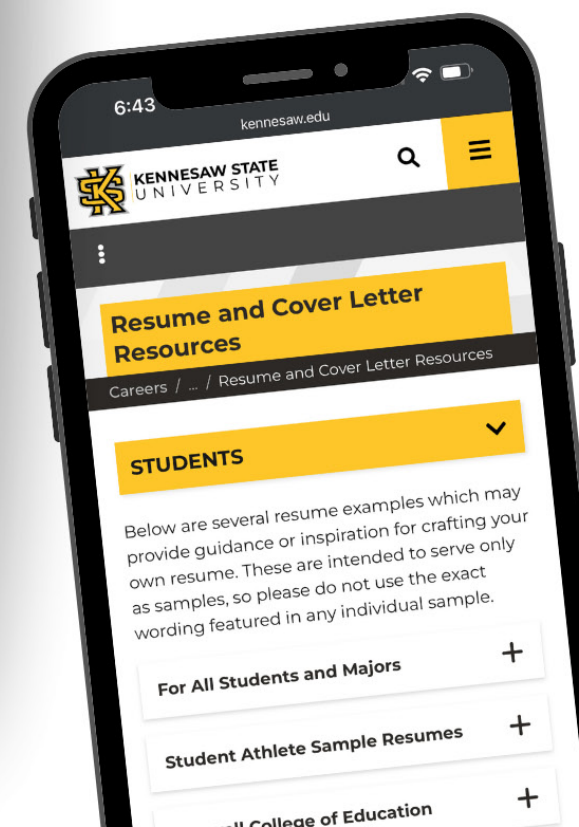
KNOW?

75% of companies utilize an ATS when reviewing resumes.



# REVIEW SAMPLE RESUMES

If you still need inspiration putting your resume together, you can find several sample resumes by visiting this QR code. Resume samples are organized by college. To find the samples that may be most helpful to you, scroll down the page and select your college from the gray menu.



### WHEN REVIEWING SAMPLES, KEEP IN MIND:

- Do not plagiarize.** You should never copy the exact wording used in any resume.
- Don't rely on content from pre-made templates.** Career Planning and Development does not recommend using pre-made templates for your resume. You should create your resume in Microsoft Word (or a similar program) and save it as a PDF before sending it to employers.
- Don't copy formatting exactly.** Information on your resume does not have to be formatted exactly as it appears in sample resumes. Remember, it is your resume, and it should accurately represent your skills, experiences and accomplishments in order of importance to your potential employer.



# HOW TO HIGHLIGHT YOUR EXPERIENCE

It is possible to have a great-looking resume that lacks the content employers are seeking. The problem is likely that your descriptions of past experiences are either too lengthy or too brief. Use this page to help you form strong and concise bullet points that truly reflect your experience.

**DID YOU**

**KNOW?**

Around **63%** of recruiters prefer resumes personalized to the job posting. Try customizing your resume to the role for increased success!

## BRAINSTORM YOUR BULLET POINTS

The first step in developing bullet points is to ask yourself lots of questions! Use this list of questions and the W.H.O. Method to guide you through the brainstorming process.

- Did I use any new programs/ databases/ software/ systems?
- Did I train new employees? Did I ever manage or supervise others?
- Did I interact with customers (including the general public, other clients)?
- Did I complete projects or give presentations (school projects can count)?
- How did I make a difference in the organization?

**W.**  
**H.**  
**O.**

- What did you do?**  
Describe your primary tasks & responsibilities.
- How did you do it?**  
Explain the methods and/or tools used.
- What is the outcome?**  
Highlight results & achievements.

## STEPS TO STRONG BULLET POINTS

- 1) **Be Specific:** Provide detailed descriptions of your tasks and achievements, avoiding vague or general statements.
- 2) **Quantify Your Impact:** Use numbers, percentages, and other metrics to quantify your accomplishments and give a sense of scale to your achievements.
- 3) **Tailor to the Job Description:** Customize your bullet points to align with the specific skills and experiences listed in the job description.
- 4) **Keep It Concise:** Ensure each bullet point is concise and to the point, typically one to two lines long, to maintain clarity and readability.

## SHOWCASE YOUR SKILLS

It is not enough to simply list your abilities under a skills section. Your qualifications for the job need to be demonstrated through solid bullet points. Provide examples of how you have used these skills.

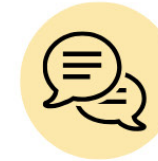
Use the **NACE Career Readiness Competencies** as inspiration:



Career & Self Development



Leadership



Communication



Professionalism



Critical Thinking



Teamwork



Equity & Inclusion



Technology

## INCORPORATING SKILLS INTO YOUR EXPERIENCE SECTION

Highlight your abilities by including transferable skills in your bullet points.

**Teamwork Example:** Developed a business plan for a popcorn machine with 4 classmates, including strategies for building consumer market awareness and securing funding.

**Communication Example:** Coordinated with 3 local nonprofit organizations to market and execute an event for middle-grade youth, focusing on positive body image and anti-bullying messaging.



# UTILIZE ACTION VERBS

Below you will find a list of resume action verbs to help you start describing your skills without repeating the same words. Usually, your experience is described through a list of bullet points that start with an action verb. Use this list of organized verbs for inspiration when writing your resume!

## RESULTS

Achieve	Augment	Eliminate	Extend	Map	Prove	Succeed
Accelerate	Complete	Exceed	Improve	Maximize	Reduce	Trim
Accomplish	Compound	Excel	Increase	Measure	Restore	Validate
Advance	Decrease	Expand	Launch	Obtain	Stabilize	Widen

## TEACHING

Accept	Challenge	Critique	Emphasize	Indicate	Model	Reinforce
Advise	Coach	Demonstrate	Encourage	Individualize	Modify	Reward
Appreciate	Command	Designate	Excite	Inquire	Observe	Structure
Assess	Compliment	Discipline	Facilitate	Instill	Ponder	Synthesize
Assign	Consider	Educate	Focus	Instruct	Postulate	Teach
Attend	Correct	Elaborate	Head	Listen	Praise	Tutor

## TECHNICAL

Activate	Configure	Design	Install	Program	Regulate	Solve
Apply	Construct	Devise	Integrate	Reconfigure	Resolve	Supply
Assemble	Contrive	Engineer	Navigate	Rehabilitate	Retrieve	Train
Build	Convert	Fabricate	Operate	Remodel	Screen	Troubleshoot
Compute	Detect	Fortify	Overhaul	Repair	Service	Upgrade

## FINANCIAL

Adjust	Audit	Calculate	Finance	Net	Project	Reconcile
Allocate	Balance	Control	Forecast	Prepare	Purchase	Reduce
Appraise	Budget	Estimate	Monitor	Procure	Qualify	Transfer

## LEADERSHIP/ MANAGEMENT

Appoint	Coordinate	Enforce	Hire	Merge	Preserve	Reorganize
Approve	Decide	Enhance	Implement	Motivate	Preside	Reward
Assign	Delegate	Establish	Incorporate	Orchestrate	Propose	Schedule
Assume	Develop	Evaluate	Initiate	Order	Realize	Strengthen
Conduct	Devote	Execute	Institute	Oversee	Recommend	Supervise
Consolidate	Direct	Generate	Leverage	Plan	Recruit	Terminate
Contract	Employ	Handle	Manage	Perfect	Relegate	Unify

## HELPING

Adapt	Assist	Cooperate	Facilitate	Orient	Rectify	Serve
Advocate	Clarify	Enable	Familiarize	Prescribe	Refer	Simplify
Aid	Collaborate	Enlist	Foster	Prevent	Rehabilitate	Support
Anticipate	Contribute	Ensure	Guide	Provide	Represent	Volunteer

## ORGANIZATIONAL

Arrange	Compile	Inspect	Organize	Reshape	Schedule	Systemize
Categorize	Conserve	Integrate	Prioritize	Revamp	Specialize	Tabulate
Classify	Diagram	Log	Process	Review	Streamline	Target
Code	Distribute	Maintain	Record	Revise	Standardize	Update

## RESEARCH

Accumulate	Collect	Determine	Examine	Gather	Interpret	Study
Amplify	Compare	Discover	Experiment	Hypothesize	Investigate	Summarize
Analyze	Conduct	Disprove	Extract	Identify	Locate	Survey
Chart	Diagnose	Dissect	Formulate	Inspect	Research	Test

# CRAFTING YOUR COVER LETTER

A cover letter is a concise document that accompanies a job application, introducing the applicant and highlighting their qualifications and interest in the position. It serves as a personalized introduction, showcasing the applicant's enthusiasm and suitability for the role in a formal letter format.

## SHOULD I SUBMIT A COVER LETTER?

Always have one ready. Even when optional, it's recommended that you submit a cover letter, as this document serves as a warm introduction to your resume.

### COVER LETTER DO'S

- ✓ Include Cover Letter even when optional
- ✓ Emphasize achievements and skills
- ✓ Be sure to use examples with any claim made in the letter
- ✓ Tailor content for your cover letter to the needs of the position
- ✓ Design for skimmers eyes
- ✓ Keep it to one page
- ✓ Use first-person writing style
- ✓ Address it to hiring manager (locate their name)
- ✓ Avoid negativity
- ✓ Proof-read!

### COVER LETTER DON'TS

- ✗ Do not restate your resume. Cover letters are meant to add depth and understanding of why you qualify or are a good fit for the position.
- ✗ Address it to "Who it may concern"
- ✗ Make it generic
- ✗ Speak about the wrong job
- ✗ Sound arrogant



**DID YOU**

**KNOW?**

While cover letters are not always required, **25%** of employers believe that a cover letter is very important for a job application. Even employers who don't require cover letters from job applicants read them. **73%** of these employers read the cover letters they receive.

# COVER LETTER SECTIONS

[Your Name]  
[Date]

[Hiring Manger Name]  
[Hiring Manager Job Title]  
[Company Name]  
[Street Address]  
[City, State Zip]

[Greeting],

### OPENING

Start your cover letter by stating your name and the position you are applying for. Follow this with a brief summary of your key strengths and major achievements. End this opening paragraph by expressing your enthusiasm and gratitude for the opportunity to apply.

### BODY

In the opening sentence of your second paragraph, mention your most recent job title and provide a brief overview of your accomplishments in that role. In the next sentences, highlight your most relevant and impressive achievement, explaining the impact you made. Whenever possible, include numbers to quantify your success.

In the third paragraph, give a brief explanation of what makes you uniquely qualified for the role. Use the next sentences to back up your claim with specific examples from your past professional or educational experiences. Again, quantify your successes with numbers wherever possible.

### CLOSING

In the first sentence of your closing paragraph, show your appreciation and excitement for the opportunity. In the following sentences, explain why you are drawn to this position and express your eagerness to hear back from the company.

[Closing Statement],  
[Signature]



**Make an appointment with your Career Advisor for Cover Letter review!**



# SAMPLE COVER LETTER

[Your Name]  
[Date]  
[Hiring Manger Name]  
[Hiring Manager Job Title]  
[Company Name]  
[Street Address]  
[City, State Zip]

Dear [Hiring Manager],

I am excited to apply for the Human Resources Specialist position at [Company Name]. [Company Name]'s dedication to fostering a positive workplace culture and continuous employee development is truly inspiring. With my interest in organizational development and a strong commitment to employee advocacy, I am eager to contribute to [Company Name]'s HR team. I am particularly motivated to contribute to a supportive and inclusive work environment.

As a Kennesaw State University (KSU) graduate with a Bachelor of Science in Psychology, I have a solid foundation in human behavior and organizational dynamics. At KSU, I excelled in courses such as Industrial-Organizational Psychology, Human Resource Management, Statistics, and Conflict Resolution. My academic background, combined with my hands-on experience as an HR intern, has prepared me to effectively manage various HR functions and contribute to a positive work environment. My goal is to build on these experiences at [Company Name].

In my previous role as an HR intern at [Internship Company Name], I supported the recruitment, employee relations, and performance management process. I also conducted training sessions and implemented an onboarding process that reduced employee turnover by 15%. Moreover, I played a crucial role in mediating employee disputes and facilitating resolutions between staff. I have experience with Bamboo HR and ADP, and I am eager to bring my technical proficiency, interpersonal skills, and dedication to your HR team.

Thank you for considering my application for the Human Resources Specialist position at [Company Name]. I look forward to the possibility of discussing how my background and qualifications align with your organization's needs.

Sincerely,

[Printed Name]  
[Insert Signature]

Human Resources Cover Letter Example

# SAMPLE COVER LETTER

[Your Name]  
[Date]  
[Hiring Manger Name]  
[Hiring Manager Job Title]  
[Company Name]  
[Street Address]  
[City, State Zip]

Dear [Hiring Manager],

I am excited to apply for the Marketing Coordinator position at [Company Name]. Your innovative approach to digital marketing and commitment to sustainability align perfectly with my professional goals and personal values. Having closely followed [Company Name]'s growth and impactful campaigns over the past few years, I am eager to contribute to your dynamic team. I am particularly impressed by your recent initiative on [Specific Project or Campaign].

As a Marketing student at Kennesaw State University, I excelled in various marketing courses, including digital marketing, market research, and brand management. Furthermore, my experience as a marketing intern at ABC Marketing Agency allowed me to apply classroom theories to real-world projects and gain practical marketing skills. I thrive in fast-paced environments and possess exceptional communication skills, both written and verbal.

In my role as a marketing intern at [Internship Company Name], I collaborated to execute marketing campaigns for a diverse range of clients. I was responsible for conducting market research, analyzing consumer behavior, and crafting compelling marketing content. Additionally, I played a key role in managing social media platforms, resulting in a 30% increase in organic engagement for one of our clients. My experience in using various marketing tools and software, including Google Analytics, HubSpot, and Adobe Creative Suite, has prepared me to contribute effectively to XYZ Company's marketing initiatives.

Thank you for considering my application for the Marketing Coordinator position at [Company Name]. I am truly excited about the opportunity to join your dynamic organization and contribute to its continued success. I would welcome the opportunity to further discuss how my skills and qualifications align with your organization's goals. I have attached my resume for your review.

Sincerely,

[Printed Name]  
[Insert Signature]

Marketing Coordinator Cover Letter Example

# SETTING UP YOUR ONLINE PROFILES



# HELPFUL TIPS



PROFESSIONAL HEADSHOTS IN 5 MINUTES!



## PROFESSIONAL HEADSHOTS

Receive **(FREE)** headshots for your online profiles or professional platforms! Visit Career Planning and Development with your student ID, wear business professional attire (preferred), and receive your photos via email shortly after your session.

## HANDSHAKE & LINKEDIN

- 1 Profile Photo:** Upload a headshot that reflects your industry and portrays you in a positive light.
- 2 Summary and Experience:** Write a compelling summary that highlights your professional background, experiences, skills, and career aspirations.
- 3 Skills:** List relevant skills. Think about your transferable and industry-specific skills.
- 4 Networking:** Connect with colleagues, classmates, and professionals in your field.
- 5 Explore and Apply:** Search for internships, jobs, or events relevant to your career goals.

## DEVELOPING AN ONLINE PRESENCE

- **KEYWORDS.** Include keywords and phrases that a recruiter or hiring manager might type into a search engine to find a candidate like you. The best place to find relevant words is in the job listings and the profiles of people who have the positions you want.
- **BE A JOINER.** Form valuable relationships by joining online communities with which you already have an affiliation. Once you're a member of a group, you can comment on discussions, meet people who share common interests and find exclusive job listings.
- **INTERACT.** To maintain a strong professional network, support others by sharing helpful information like articles, blog posts and YouTube videos. You can also blog your own career interests, professional experiences, campus life, and activities. Blogging can demonstrate your knowledge and passion to a potential employer.

### DID YOU

### KNOW ?

**93% of recruiters are likely to look at a candidate's social media profile.**

**89% of recruiters have hired someone through LinkedIn.**

### HANDSHAKE APPLICATION TIPS

- Submit resume for review under the documents section **before** applying to open positions
- Document reviews generally takes 1 to 2 business days
- Pay attention to **all** emails that come from Handshake.
- For job postings that are about to expire (within 48 hours), please refrain from applying if you do not have the required approved documents in Handshake
- You must be registered for at least 1 class to maintain access to Handshake or request an alumni account once graduated



# THE DEPARTMENT OF CAREER PLANNING AND DEVELOPMENT SERVICES

## STUDENT APPOINTMENTS

**Career Preparation-** Assist students in the creation of resumes, cover letters, and LinkedIn profiles and advise on any general career questions

**Career Exploration-** Guide students in exploration of different career options through self-assessments and resources

**Internships & Co-ops-** Advise students on how to find experiences and how to receive academic credit for them

**Interview Coaching-** Coach students through the interview process and provide feedback on mock interviews

*Make an appointment with your Career and Internship Advisor today! Visit our website at <https://www.kennesaw.edu/careers/students/>*

## PROFESSIONAL HEADSHOTS

Self-service professional headshot booths available in Kennesaw and Marietta allow individuals to obtain high-quality professional photos.

## CAREER FAIRS & EVENTS

Our Department hosts 10-12 career fairs and multiple events throughout the year, inviting over 1,000 employers to campus.

## HANDSHAKE

Career management system used by students and alumni at KSU for career resources, RSVPing for job fairs, and finding job postings for internships, co-ops, part-time, full-time, & on-campus positions.

## CLASS PRESENTATIONS

Career advisors are available to present to your class or group on any career related topic for as little as five minutes and up to an hour or more.

## ACADEMIC CREDIT FOR INTERNSHIPS


Our advisors process internship and experience requests for students who are seeking academic credit toward their degree. Prerequisite and eligibility information can be found using this QR Code:



## CONTACT US

@ @ksucareers

 [kennesaw.edu/careers](https://kennesaw.edu/careers)

 (470) 578-6555