



What Do You Need?

B1

Is this your situation?

Our Recommendation

<p><i>"I'm not sure what I need or want. I just want to talk to someone about starting my job search."</i></p>	<ol style="list-style-type: none">1. We recommend that you look through our Ready References and try to develop a better focus. These references are located in the lobby of Ag Hall.2. You may also make a general job search appointment with our Career Services staff. We may ask you to complete and return a questionnaire before the appointment so we can be prepared for your visit. Obtain the questionnaire and make the appointment in 136 Ag Hall.
<p><i>"I want to interview on campus for full-time or internship positions."</i></p>	<p>Attend a CASNR Career Services orientation session to learn more about the on-campus interview process. You can sign up to attend an orientation in 136 Ag Hall.</p>
<p><i>"I have never written a résumé or cover letter, and I don't know where to start."</i></p>	<ol style="list-style-type: none">1. Read through our helpful Ready Reference handouts on résumés and cover letters.2. Check-out one of our books or videos on résumés or cover letters3. Attend a workshop or a club meeting where someone from our staff discusses résumé development and/or career correspondence. See the Upcoming Events (B2) Ready Reference or the CASNR Career Services Web site for workshop information.4. If your questions have still not been answered, make an appointment with a Career Services staff member in 136 Ag Hall.

More Recommendations on Back

<p><i>"I want my résumé or cover letter critiqued."</i></p>	<ol style="list-style-type: none"> 1. Make sure you have reviewed our Ready Reference handouts on résumés and cover letters. 2. Schedule an appointment by submitting a copy of your résumé and/or cover letter to the secretary in 136 Ag Hall and requesting an appointment time. Appointments will not be scheduled on the same day as you submit your materials. To allow our staff enough time to analyze your materials and make constructive suggestions for improvement, appointments will be scheduled for the following day or any day thereafter. 3. Ask your advisor and/or a peer and/or a favorite faculty member in your department to review and make suggestions on your résumé. Realize that some advice will be contradictory. Don't worry about it! Our suggestion is to take all of the advice and develop your résumé after considering all opinions.
<p><i>"I don't know what to expect when I interview. I need to practice my interview skills."</i></p>	<ol style="list-style-type: none"> 1. Read over the Ready Reference handouts on interviewing. 2. Schedule an appointment with a career services staff member for a mock interview by picking up the Mock Interview Ready Reference (G8), completing the attached assignment form, and submitting the form with your résumé to the secretary in 136 Ag Hall. As with the résumé and cover letter critiques, appointments will not be scheduled on the same day as you submit your materials. Appointments will be scheduled for the following day or any day thereafter to allow our staff enough time to prepare for your mock interview. 3. Participate in CASNR Mock Interview Day and/or OSU Mock Interview Day. Information on both days is published in the Upcoming Events Ready Reference (B2) and on the CASNR Career Services Web site.