



## Twardowski Career Development Center

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 WCUCareerCenter

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 WCU\_TCDC

### Fall/Spring Hours:

Monday – Friday, 8:00 a.m. – 4:30 p.m.

### Summer Hours:

Monday – Friday, 8:00 a.m. – 4:00 p.m.

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WEST CHESTER  
UNIVERSITY

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# TWARDOWSKI CAREER DEVELOPMENT CENTER



**WEST CHESTER UNIVERSITY  
OF PENNSYLVANIA**

# WELCOME to the Twardowski Career Development Center

The Twardowski Career Development Center (CDC) is committed to supporting your success by helping you identify career options, explore possibilities, and develop the professional skills necessary to secure a rewarding position.

The center provides a range of programs, resources, employment recruiting, and networking opportunities that give WCU graduates a competitive edge in the job market.

## Your Future Starts Now!



### Create Your Personal Career Plan

Visit the Career Development Center at any time to ask questions and utilize resources. For support and guidance specific to your needs, we encourage you to schedule a 30-minute appointment by calling 610-436-2501. Drop-in hours are available every afternoon (Mon-Fri) for quick questions and getting started--no appointment needed!

*"The Career Development Center's resources are a constant guide that I can continuously look back on whenever I need help. The center is committed to helping students and has really supported my career endeavors." ~ Daniel Purnell '18, Communication Disorders*



### Access Useful, Timely Career Information

A large portion of the center is dedicated to computers with Internet access as well as books and magazines to help you explore options. Stop in any time the center is open to access resources that profile majors and careers, internships and jobs, resume writing, interview preparation, and more.



*"The career center will help those who may feel lost figure out what they want to do. They take you step by step in figuring out facts about yourself, skills you have acquired, and things you may be interested in. Having the career center as a resource on campus is one of the best things that West Chester has to offer to those exploring majors and careers." ~ Danielle Keeton '16, Pre-Occupational Therapy*

“The staff is adept at assisting students with re-developing their undergraduate resume to reflect their new experiences as graduate students. The staff is quick to respond to student requests for individual time or group presentations. Their ability to meet the unique needs for so many students and faculty is their hallmark.” ~ **Jacqueline S. Hodes, PhD, Counselor Education Faculty**

### Build Resume Writing, Interviewing & Job Search Skills

Writing a resume is a skill you can master using CDC resources. Use resume and cover letter writing guides on our website to develop drafts, then have your documents reviewed by a staff member in person or electronically.

To get ready for internship and job interviews, use the CDC website for response strategies and sample questions and to schedule a practice interview with a staff member. Use our online mock interview system to conduct and record practice interviews.

### Make Networking Connections

A range of informative and fun programs take place throughout the year, focusing on helping you to develop job search skills, prepare for career fairs, and gain exposure to career options. Special events bring alumni and employers to campus to talk about specific careers. Stay connected by using the CDC online calendar of events and social media sites!

“I had a number of interactions with the CDC, ranging from resume building and interview prep, to networking events and discussion panels. Through these experiences I developed skills necessary to distinguish myself as a worthy job candidate and I met some incredible people with great insights along the way.” ~ **Skye Hisiro '14, Early Grades Preparation**

## Career Decision-Making Process

Career development is a fun and exciting life-long process. Everyone approaches the process of choosing a major and career differently, so try not to compare yourself to others. Instead, use the stages of the career development model below to identify where you are in the decision-making process and what next steps will be most helpful. Take advantage of RamTracks programs and resources to guide you through the career decision-making process:

### Self-Awareness

Develop an understanding of who you are and what your interests are. That's where it all starts!

Complete the CDC's activities to help you to clarify your interests, hopes, and strengths and to discover what is important to you.

Consider how all this information relates to helping you find a major and career that fit you.

### Exploration

Narrow your options and start exploring potential majors and careers.

Use the CDC's online resources and attend events, such as alumni career panels and employer information sessions, to learn about different career fields and industries.

Based on your research, begin making decisions about majors and careers you want to pursue.

### Reflection & Action

As you move forward with your planning, reflect on your progress and your future goals.

Check in with the CDC as ideas and questions arise, revisit a previous experience, and connect with new resources.

Remember that career development is a process. It is important to continue to update your career action plan, evaluate your career confidence, and enjoy the process!

### Preparation & Experience

Enhance experiences through volunteering, student activities, jobs, and internships.

Visit the CDC to learn how to best promote yourself to employers on social media and in resumes, cover letters, and interviews.

Connect with employers and apply for opportunities via Ram Career Network, career fairs, and other programs



The CDC staff is available to support you throughout this process. We encourage you to contact us if you have any questions or would like to discuss your career plans!

[www.wcupa.edu/cdc](http://www.wcupa.edu/cdc)

## Ram Career Network

Ram Career Network is the online, one-stop career management system for WCU students and alumni. Hundreds of state and national jobs and internships are posted weekly all in one convenient location! All WCU students have an account in Ram Career Network; all you need to do is log in.



The fall and spring On-Campus Interviewing Program hosts employers who interview students for jobs and internships. Within Ram Career Network you can upload resumes and cover letters, apply to positions, and sign up for interviews when selected.

### Career Fairs

The CDC organizes annual career fairs to connect you with employers who want to hire WCU students. The center also participates in consortiums that offer industry-specific fairs, such as education and nonprofit.

“In Venezuela one month before coming to the U.S., I applied for assistantships. I received interviews...I did not obtain a position. When I started my graduate program, I contacted the TCDC. I received preparation for strengthening some details and adapting to American-Style job application process. The fruitful result after hard work with the TCDC was offers that I received for assistantships and on-campus jobs.” ~ **Lesmes Alejandro Mora Jerez M'18, Geography**