



General Job Search Strategies

Working with a Career Coach

A Career Coach will help you position yourself for a lifetime of career opportunities.

Career coaching is a reflective process that involves discussing the career options you are considering, recognizing where you are now and identifying your current skills and strengths, and mapping out an individualized action plan to for achieving your career goals.

In simpler terms: a Career Coach will help you bridge the gap between where you are and where you want to be!

Applicable Career Communities:



How Can a Career Coach Help Me?

Career Coaches track resume builders for Arts and Sciences majors and are knowledgeable of resources associated with each of the ten Career Communities. They encourage and guide you as you jump in to test and try out a variety of experiences - from joining a student organization to completing an internship - at any stage of your time as a student or as a recent graduate of The Ohio State University.

You can meet with a Career Coach as early as in the first semester of your first year or even after you have graduated (up to four terms past graduation). Career Success highly recommends that you get started making the most of career coaching, fully engaging in your own unique process of moving from career discovery to career search early and often.

What Should I Expect From a Career Coach?

You should start the career coaching process with a general idea of what you would like to discuss and any documents that would help facilitate that discussion (e.g., cover letter, job posting, etc.). You may walk away from your appointment with a Career Coach having tackled some or all of your questions. There is no limit on how often you can meet with a Career Coach, so you are encouraged to schedule as many follow-up appointments as you need. A Career Coach can help you:

1. Build an understanding of what the **Career Readiness Competencies** (CRCs) are, which CRCs you already possess, how to articulate these skills in resumes, cover letters, and interviews, and how you can continue to strengthen select CRCs.
2. Discover career options **related to your academic program or your interests**. Or alternately...
3. Learn that **there is no one set career pathway for your particular major** - dispelling traditional notions or stereotypes of careers tied to certain majors. Your skill-set and unique experiences as an ASC student provide the bridge to diverse

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career opportunities. Not ALL English majors go on to careers in publishing (though the their superb written communication skills open doors to employers in that industry)!

4. Identify relevant sources - particularly as you initiate an internship or job search - **that enable you to locate resume building opportunities on- and off-campus, internships, or jobs** within your field or career communities of interest.
5. **Value networking and the importance of building a community within your field** as well as get you started on scheduling informational interviews and broadening professional connections with alumni and employers.
6. **Produce polished and professional application materials.** A Career Coach can help you create or refine a general or targeted resume (and explain the difference between these two resumes), cover letters, a reference list, your portfolio, and even your LinkedIn or Handshake profile.

7. **Feel encouraged and motivated!** You got this!

8. **Establish some long(ish)-term career goals**
Yes, a Career Coach will probably nudge you to answer the daunting - and very typical interview question, "Where do you see yourself in five years?"

9. **Set realistic and achievable action steps toward your career goals!** A Coach will also aid you in building out a rough, flexible timeline of execution of these steps to ensure alignment with the typical application deadlines and hiring window of your field of interest.

10. Embrace career development as a **process!**
You are constantly changing and growing, which means that your skills, interests, and goals are as well. Your career search **will take time** and may be punctuated by critical pauses. You can meet with a Coach while you are in pause mode to reflect on just how far you've come; check in on what you are working toward; reassess or refine your goals.

How to Prep for a Career Coaching Appointment

Step one:

Schedule an appointment! Pretty self-explanatory, but nevertheless a crucial step. This can be done in Handshake. At the time that you make an appointment, you will be prompted to select an open block of time with the Coach who specializes in a Career Community you are interested in learning more about or want to find positions within. If you have multiple fields of interest, it is perfectly normal to set up multiple appointments, each with a different Career Coach.

Step two:

Choose one to three different things to discuss with a Career Coach. When you schedule an appointment in Handshake, you will also be asked to indicate what type of help you need. The items you can select fall within the 10 different areas of focus noted above and include such things as, "Exploring Career

Community", "LinkedIn guidance/finding contacts", and "Cover letter assistance."

Step three:

Make sure that you have a hard copy (yes, this means a printed copy - Career Coaches are nothing if not old school) of your most up-to-date resume ready to take to your appointment. Even if your resume is not one of the prime topics of discussion that you wish to dig into during your time with a Career Coach, the resume is nevertheless an essential element of any career coaching process. Therefore, the Coach will want to at least take a peek at your resume to make sure you are well representing what you have learned through your experiences as an Ohio State student. A resume also is a great way for a Coach to begin to get to know you and your interests!

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