



## 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?

A Career Coach will help you bridge the gap between where you are and where you want to be. Specific ways they can assist you include:

- Making connections between your interest areas and career options.
- Identifying how your major relates to career options (keep in mind that most Arts and Sciences majors are foundational in nature and can open doors to multiple career fields when packaged with “resume building” experiences).
- Sharing their career community knowledge to guide you in planning out how to strengthen your resume in relation to your goals.
- Orienting you to the Readiness Competencies (RCs) and assisting you with identifying and articulating your RCs in your job search documents and during interviews.
- Providing support as you question career options or feel confused about next steps.
- Teaching you how to network (it’s not an innate skill!) and making use of LinkedIn and other key networking resources.
- Guiding you in the creation of an effective general resume as well as a targeted resume (and helping you to understand why you need both types of resumes).
- Providing tips on how to find internships or other opportunities when seeing limited search results in Handshake.



## ASSISTANCE NOT AVAILABLE - A CAREER COACH CANNOT...

- ...fill out job applications for you. (We can walk you through a job application if you have questions or are having difficulties completing a particular job application.)
- ...write resumes or cover letters for you. (We will gladly help you as you create your resumes and cover letters.)
- ...help you with your academic course scheduling. (Please refer to your Academic Advisor; we can only provide general feedback about concepts such as how your coursework can be featured on a resume.)
- ...provide you with mental health services. (Please refer to The Office of Student Life's Counseling and Consultation Service for counseling support.)
- ...assist you with graduate school applications, aside from giving general tips about resumes (Please refer to The Writing Center for assistance with writing a graduate school personal statement.)
- ...serve as a job reference for you. (We can help you evaluate candidates you are considering for references and letters of recommendation.) Coach, so you are encouraged to schedule as many follow-up appointments as you need. A Career Coach can help you:

## CAREER COACHING APPOINTMENTS

Appointments are 30-minutes and available in both virtual and in-person formats. To schedule, log into [handshake.osu.edu](https://handshake.osu.edu) and navigate to the Career Center tab where you'll find the Appointments section. Because each coach has specialized information about two career communities, you will need to select the coach connected to the areas you are interested in learning more about or want to find positions within. If your interests don't match up exactly with one Career Coach, you have the option of scheduling with multiple Career Coaches. Instructional videos on using Handshake are found [here](#).

You should start the career coaching process with a general idea of what you would like to discuss. Also, be prepared to share any documents that relate to the help you are seeking (e.g., draft cover letter, job posting in which you are interested, etc.).

While there is no limit on how many times you can meet with a Career Coach while at Ohio State, the following restrictions apply:

- Career Coaches cannot meet with you multiple times a day or more than twice in one calendar week.)
- Career coaches cannot meet for more than one 30-minute appointment block in the same day. Please only schedule one appointment block at a time.
- Career Success Career Coaches are limited to serving students whose majors are within the College of Arts and Sciences. (If you are enrolled in a different college, you can find the career services unit for that college [here](#).)

**ATTENTION ECONOMICS MAJORS:** You have a dedicated Career Coach. Your coach is Amy Varney. Please contact Amy at [varney.81@osu.edu](mailto:varney.81@osu.edu) to obtain an appointment.



## BEFORE MEETING WITH A CAREER COACH

Need help with your resume? Consider using the free, online service, **VMock**. VMock is an AI-based resource that provides writing and formatting suggestions tailored to your career targets. You also have the option of working with a Peer Career Coach (PCC) during our **Express Resume Review hours**. The PCCs are trained on common resume writing mistakes and are a great resource when you want quick feedback on your resume or Handshake Profile. The PCCs do not advise on the career communities, so if you are questioning how to strengthen your resume in relation to a specific position or recruiting event, you are strongly encouraged to obtain assistance from a Career Coach.

## 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!

**Want more? Connect with your Career Coach for personalized job search strategies!**



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