

Why now...

Questions to ask yourself..

- Is there a job you want to apply for, but aren't sure how to start?
- Do you have an updated resume?
- Are you wondering what you are going to major in next year?
- After graduation do you want to explore additional education?
- Do you know what questions to expect during an interview?
- Have you wanted to meet someone and ask them about their job?
- Do you need to find employment over the summer?
- Are you willing to relocate for an internship opportunity?
- Do you want to continue your education?
- Do you need help looking for scholarships?
- Are you in need of professional clothing, but can't afford to buy it?
- Ever wonder what life will be like after graduation?
- Do you want to better understand yourself and others?

To schedule an appointment contact the Office of Student Affairs at (509) 865-8514 or 1-888-272-6190. Regional students can access services through distance learning tools as well as talk with a career advisor over the phone.

NOTES:



Heritage University
3240 Fort Road
Toppenish, WA 98948

509.865.0411 Phone
509.865.8659 Fax
888.272.6190 Toll Free

www.heritage.edu

The Heritage University Career Services office exists to provide guidance, resources, and opportunities to students and alumni seeking to achieve their career goals relevant to their academic interests. We facilitate and support connections between employers, our students and alumni.

What we do...

- ★ Career advising and assistance with declaration of major
- ★ Career exploration and interest inventories
- ★ Resume and cover letter reviews
- ★ Internship and job search assistance
- ★ Scholarship application assistance
- ★ Mock interviews and feedback
- ★ Salary negotiations
- ★ Networking strategies and connections to business leaders
- ★ Career fairs and on-campus recruiting visits
- ★ Workshops and online professional development

Who we do it for...

- ★ Current students
- ★ Incoming students
- ★ Graduate students
- ★ Transfer students
- ★ Alumni of the university

Why we do it...

- ★ Assist students and alumni with career planning and preparation
- ★ Help student secure gainful employment
- ★ Provide employers with a venue to recruit and hire students
- ★ Provide presentations and information sessions on career planning

Where to find us...

- ★ Visit the Career Services center online at My Heritage
- ★ We are located in the Student Services building on campus
- ★ For regional students, email or call our office to set up appointments via distance.

When to visit the Career Services Office...

Freshman Year

- ★ Explore the different majors at Heritage University
- ★ Meet with a career advisor to identify your career interests
- ★ Utilize self assessments to assess your strengths
- ★ Create or update your resume
- ★ Attend career services events and workshops
- ★ Learn about the online tools and resources in the library and online
- ★ Apply for scholarships

Sophomore Year

- ★ Explore career choices with your Academic Advisor
- ★ Look for internships and job shadowing opportunities
- ★ Attend workshops and online trainings to build up your resume
- ★ Attend career services sponsored events to build your network

Junior Year

- ★ Fine-tune your resume for a specific job or internship
- ★ Apply for internships and jobs
- ★ Schedule a mock interview with a career advisor
- ★ Research graduate schools
- ★ Search for job opportunities
- ★ Attend career services sponsored events

Senior Year

- ★ Discuss job search strategies with a career advisor
- ★ Update your resume and cover letter for specific jobs
- ★ Upload your resume and cover letter on key job sites
- ★ Schedule a mock interview with a career advisor
- ★ Apply for scholarships for graduate school

Free Online Resources

- ★ WOIS/The Career Information System: career exploration
- ★ Student Lingo: on demand workshops

Students must allow for a minimum of four days for a resume review. Resumes should be in final draft and saved as either a MS Word or PDF file. The career advisors do not review for edits, nor will they verify information.