

A FIRST-YEAR STUDENT GUIDE TO THE **Knowlton Center for Career Exploration**

How the Knowlton Center Supports Students

The Austin E. Knowlton Center for Career Exploration strives to effectively support Denison students and recent graduates to actively explore their curiosities, identify possibilities and build the skills necessary to successfully pursue their goals post-Denison.

PROFESSIONAL DEVELOPMENT

Starting with their first year, students learn more about their interests, skills, abilities and values and how those translate into careers. The Knowlton Center facilitates workshops where students will focus on gaining insight and awareness of possible career options and lay the foundation for success through career basics like résumés, cover letters and professional communication.

CAREER EXPLORATION

Leveraging personalized career coaching to help students ask the big questions about the types of lives they want to lead, we guide students in exploring career possibilities. We assist them in gaining self-awareness and exploring how their interests and values align with potential career paths.

EXPERIENTIAL LEARNING

We support students in gaining direct experience in the professional world by providing meaningful and impactful, out-of-the-classroom experiences by connecting students with job-shadow and internship opportunities that will allow them to gain valuable experience across different professional sectors, explore possibilities and build skills.

STRATEGIC NETWORKING OPPORTUNITIES

In addition to coordinating and hosting networking events with Denison alumni and industry professionals, we teach students the importance of networking, how to network and with whom to network. We also help students connect with the outstanding Denison network of experienced alumni and parents working in different careers and industries at companies worldwide.

JOB SEARCH & APPLICATION PREPARATION

Students learn about various resources to search for jobs (i.e., where to find job postings) and how to customize their messaging to make themselves stand out in a crowded pool of qualified job applicants. We also assist students on how to set appropriate milestones to achieve their goals.

GRADUATE & PROFESSIONAL SCHOOL PREPARATION

For those students interested in attending graduate or professional school, the Knowlton Center provides access to a career library with books and guides for test preparation (GRE, MCAT and LSAT), as well as a process to review personal statements, and support for preparing their application materials. Individualized appointments to receive personalized professional advice are also available for pre-health and pre-law students.

200+

Employers and career-related events hosted during the 2020 - 2021 academic year

\$20,000

awarded to students through the Career Support Fund

11,500+

Internship & Job opportunities posted via Handshake for 2020 - 2021 academic year

3,790+

Career Coaching Appointments for 2020 - 2021 academic year

CAREER PLANNING in Year 1

You are trying to figure out college life, navigate campus and manage living with roommates, so it's ok if you have no idea about what's next for you after Denison. But it is important that you spend this year learning more about your interests, skills, abilities and values and how those translate into careers. This year you will focus on gaining insight and awareness of possible career options and lay the foundation for success through career basics like résumés, cover letters and professional communication.

Action Items Checklist

- VISIT KNOWLTON CONNECT & CUSTOMIZE YOUR EXPERIENCE**
Knowlton Connect is your source for all things career-related; access to career exploration tools, find internships, searching for events to attend, and so much more. Log in now at knowltonconnect.denison.edu.
- EXPLORE CAREER & IDENTITY COMMUNITIES**
As a first-year student, you are automatically in the *Exploration Career Community*. Take some time to browse the different recourse to help explore communities and different career paths.

PRO TIP: Utilize Knowlton Center drop-in hours and meet with a Peer Coach to get started with your LinkedIn profile!
- CREATE YOUR LINKEDIN PROFILE**
Networking is a critical component of career planning. Take the time to build your LinkedIn profile this year so that you can start connecting with professionals.
- BUILD & STRENGTHEN YOUR RÉSUMÉ**
Start with a base résumé from which you will continue to build upon throughout your collegiate career. If you need help with your résumé, attend a workshop or take advantage of our new online résumé review tool, VMock.
- TAKE FOCUS 2 SELF CAREER ASSESSMENTS**
Students have free access to FOCUS 2, a career exploration tool that helps assess your interests and values, as well as explore career fields and major areas of study that are most compatible with your assessment results.
- EXPLORE & UTILIZE OTHER CAREER RESOURCES**
The Knowlton Center provides students access to many different career resources to help explore and prepare for life after Denison. From learning how to connect your major with a possible career, to searching and applying for internship opportunities, everything can be found in *Knowlton Connect*.
- PARTICIPATE IN KNOWLTON CENTER OPPORTUNITIES**
The Knowlton Center coordinates plenty of events, from workshops and alumni speakers, to company site visits and more. *Customize your Knowlton Connect experience* by logging in at knowltonconnect.denison.edu.
- ESTABLISH A STRONG GPA**
Many academic programs and internships have minimum GPA requirements, so make sure you keep your grades up to stay competitive.
- MEET WITH A PEER CAREER COACH**
Once you've completed one or two items listed above, stop by the Knowlton Center in Burton Morgan to meet with a Peer Career Coach to review your résumé and learn more about how the Knowlton Center can support you.