

# A SECOND-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 2**

Now during your sophomore year you'll begin tying together your academics and co-curricular interests and experiences. You'll start asking important questions as you move forward in career planning by using resources to learn more about career possibilities and narrowing your focus to three areas. With our help, you'll create a framework to gain a better understanding of your career interests and choose experiences that will move you toward your career goals, knowing you may change your mind as you learn more.

## Action Items Checklist

- UPDATE YOUR PREFERENCES IN KNOWLTON CONNECT & LINKEDIN PROFILE**  
Update your preferences in [Knowlton Connect](#) so that suggested content aligns with your interests. Be sure to add any new experiences or skills gained over the summer to your LinkedIn profile.
- PARTICIPATE IN EXPLORATORY FIRST LOOKS & EMPLOYER INFO SESSIONS**  
The First Looks Program allows you to learn about possible professional interests through networking and company site visits, while company information sessions give you an inside look at professions or industries from someone currently in that field.
- DISCUSS CAREER-ENHANCING OPPORTUNITIES WITH YOUR FACULTY ADVISOR**  
There are many important decisions to make during your sophomore year. Be sure to talk with your faculty advisor as you finalize your major, make decisions about studying abroad, and explore opportunities with the Lisska Center.
- EXPLORE THE RESOURCES IN KNOWLTON CONNECT**  
Explore resources like "What Can I Do With This Major?", Vault and Wisr, that can help you identify career interests and explore potential career paths. You can also find tools to help with finding jobs and internships, provide guidance for writing résumés and cover letters, as well as prepare for interviews. Visit [knowltonconnect.denison.edu](http://knowltonconnect.denison.edu), for details.
- UTILIZE THE SOPHOMORE EXPLORATION PLAN**  
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.
- CREATE A SUMMER PLAN**  
Early this year you should start thinking about how you can take advantage of your summer, like completing an internship, getting a summer job, volunteering, or conducting research. Many internships have early application deadlines so don't wait until spring semester to start planning.
- GAIN CAREER-SPECIFIC SKILLS THROUGH LINKEDIN LEARNING**  
All Denison students have free access to more than 16,000 LinkedIn Learning courses on a wide variety of topics like business, creative, professional development, and much more!
- UPLOAD YOUR UPDATED RÉSUMÉ TO VMOCK**  
After gaining new experiences and developing skills, it's time to highlight your achievements on your résumé. Use our new résumé review tool VMock, to receive personalized feedback to strengthen your document.
- SCHEDULE AN APPOINTMENT TO MEET WITH A CAREER COACH**  
Make an appointment through Knowlton Connect to discuss career-related topics or questions with a Knowlton Center Career Coach.