

## Career Center Resource Sheet

Resources are accessible 24/7 at <https://career.pennwest.edu>.

Resource	Description	Contact
<a href="#">Big Interview</a>	AI virtual practice interviewing <ul style="list-style-type: none"> <li>Faculty can create assignments and request an account by contacting their career coach or emailing <a href="mailto:career@pennwest.edu">career@pennwest.edu</a></li> </ul>	-
<a href="#">Career coach</a>	Professional staff member aligned with majors to support students career success	-
<a href="#">Employer Relations</a>	Equitable employer engagement through Handshake postings and virtual, campus, or hybrid events <ul style="list-style-type: none"> <li>Share job announcements at <a href="mailto:recruit@pennwest.edu">recruit@pennwest.edu</a></li> </ul>	Rhonda Gifford
<a href="#">Focus 2</a>	Major and career exploration assessments	-
<a href="#">Forge</a>	Free, open access, and self-paced virtual employer-based work experience with Fortune 500 companies	-
<a href="#">Handshake</a>	Student can: <ul style="list-style-type: none"> <li>Schedule an appointment with a career coach</li> <li>Search for on and off campus jobs and internships</li> <li>View <a href="#">career events</a></li> </ul> Faculty can request an account by emailing <a href="mailto:career@pennwest.edu">career@pennwest.edu</a>	-
<a href="#">Internship Center</a>	Step-by-step process for academic credit internships by campus <ul style="list-style-type: none"> <li>Rutledge Internship Award: Available to California students only</li> </ul>	Meaghan Clister
<a href="#">Job Search Documents</a>	Guidance, checklists, and video support for students to develop or update their resume and cover letter	-
<a href="#">NACE Career Readiness Competencies</a>	Research and detailed overview of eight non-industry specific skills employers seek in college graduates <ul style="list-style-type: none"> <li><a href="#">2023 NACE Job Outlook Report</a> <ul style="list-style-type: none"> <li>Pages 27-28: Career Readiness Competencies</li> <li>Page 29: Resume attributes</li> </ul> </li> </ul>	Dr. Josh Domitrovich
Professional Clothing Closet	Donated professional clothing is available by appointment only, via <a href="#">Handshake</a> , at the California and Clarion campuses.	CA: Bridgett Nobili CL: Diana Brush

### Contact Information

[career@pennwest.edu](mailto:career@pennwest.edu) | Monday-Friday 8:00am-4:00pm | 814-393-2323 | <https://career.pennwest.edu>

California: 138 Natali Student Center | Clarion: 419 Becht Hall | Edinboro: 245 Baron-Forness Library