

# CAREER AND PROFESSIONAL DEVELOPMENT SERVICES



Career and Professional  
Development Services

# The CPDS Goal

**Provide resources for *every* student to plan for and create a meaningful professional life**



Your son/daughter needs skills for a lifetime of work they will most likely have....

- **7 different careers**

- **15 different jobs\***

- **One or more periods of unemployment**

- **A consulting job at least once**

- **Unprecedented amounts of change**

*\*According to the Bureau of Labor Statistics in February 2015, the average worker currently holds ten different jobs before age forty, and this number is projected to grow. Forrester Research predicts that today's youngest workers--that's your children-- will hold twelve to fifteen jobs in their lifetime.*

# Advice for an 18-year old about the future of work\*



- Learn how to Learn—be a life-long learner—add certificates and training
- Be ready for less structure and more flexibility moving forward
- Get the skills to deal with information
- Take responsibility for yourself—you can't wait to be taken care of
- Be prepared for a combination of machines and humans
- Learn how statistics work
- Build skills:
  - Creative, analytical, and human skills
  - Self-presentation
  - Selling/persuading/connecting to others
- Say “yes” to any opportunities
- Learn the generalities about the world of work but have some subject matter expertise
- “Try Stuff!”
- Challenge your own assumptions about what you are good at and what you can do

\*Digital Future of Work Summit in New York, which was hosted by the McKinsey Global Institute (MGI) and New York University's Stern School of Business in January, 2018. 60% of all occupations will have 30% of the activities available for automation

# TOP 10 COMPETENCIES FOR THE FUTURE\*

- Making sense of data
- Information technology application
- Critical Thinking
- Entrepreneurship
- Curiosity
- Emotional intelligence
- Intercultural fluency
- Financial management
- People management
- Oral/Written Communications



\* Suzanne Helbig – University of California Irvine and  
Tom Devlin – University of California Berkeley—MPACE  
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# Why Should Students Have a Strategic Career Plan?

- Organizations, whether for-profit or non-profit, always have strategic plans. They keep them current, fresh and responsive to market conditions. We are suggesting your son or daughter do the same thing—have a strategic career plan for themselves.
- **A Plan allows your son or daughter to:**
  - **Define where** they are going and expected results
  - **Align** their unique attributes, personal work environment preferences and skill sets with potential jobs and organizations
  - **Define how** they are going to get there and their accountabilities
  - **Keep track** of progress and provide opportunities for course correction

# Here is What We Do



- ✓ Assist **Juniors and Seniors** with the development of a strategic job search and career plan, including a compelling LinkedIn profile and a branding/marketing plan, target companies and research techniques, internships (**For All Students**), making connections—in person and virtually, customized resumes and cover letters, informational and mock interviews with protocol and practice, telling their story tips, total compensation strategies, First 90 days onboarding plan, etc.
- ✓ Conduct Professional Workshops, Introduce students to experts and employers through panels and hands-on, interactive events, Expand and Build new Employer Relationships in diverse industries

AND, IF A STUDENT WANTS TO FURTHER THEIR EDUCATION...

- ✓ Provide expertise on graduate school possibilities

# WHAT EMPLOYERS SAID.....

- “Prepared and Professional Students—Impressive! Top Talent Here”. We want to hire your students!”
- “Students asked really good questions that showed interest and professionalism. I enjoyed talking to eager students who were serious candidates.”
- “Your students are so well-prepared and professionally dressed. I have been to a couple of other campuses lately and was not impressed with the students’ preparation or dress.”

• **Quotes from Employers at our One-Stop Job Shop Event**



# How to find out what CPDS is doing!



Get a job,  
Go to Grad School,  
Start an Internship---  
Get a t-shirt!



Paula's  
Hot Picks!  
Sent out on Tuesdays!

What Is Networking and How Does It Help You Find a Job?



CHECK OUR LANDING  
PAGE FOR WORKSHOPS  
AND EVENTS



### Student Spotlight



**Caitlin Coia '17**  
Finance major



**Attleboro Wealth Management**  
Intern

**How did you land your internship?**  
I continuously applied to a variety of companies, but I decided to be direct and email the company with my resume attached. This was the best way to get in contact with them and an interview was scheduled from there.

**What did your role consist of?**  
I was able to sit in on client meetings, work with the company's CRM system, assist in data entry and analysis, and assist in the financial planning structure and process.

**What advice would you give to other students?**  
I would tell other students in the process of job-hunting to never stop applying and to keep putting yourself out there. Also, to go to an interview even if they are not 100% sure if the company or position is their "dream job". The worst that can happen is that you will get valuable interview experience. Be sure to take advantage of every opportunity, especially the ones that are offered on campus.

# Some Student Spotlights!



**Jordan Trafton, Investment Analyst**

I graduated from Saint Mary's in 2017 with a **degree in Philosophy**. Leveraging my liberal arts background and the opportunities provided by Saint Mary's, I was able to secure a position as an investment analyst at a **reputable commercial real estate firm in Los Angeles**. My major **distinguished me from the competition (finance majors) and showed employers that I knew how to think**.

When it came to finding my job, **the CPDS staff was invaluable**. Their **sessions helped me present my best self by developing a career "plan of attack", a high-quality LinkedIn page, role playing job interviews, and a personal branding campaign**.

**I wish I had taken their advice more seriously:** 1) You need an advocate. Don't apply to a job without one. (2) Alumni, Alumni, Alumni- they love helping students! and (3) Ask for specific ways to stand out. Join industry groups, or do what I did which was enter myself in a Saint Mary's Business Idea Competition. As the only liberal arts undergraduate, I made it to the final round of competition. There, I pitched in front of a large crowd of investors and alumni and immediately knew just how lucky I was to be at Saint Mary's.



**Allison Costa**  
**Marketing and Communications Specialist**  
**Clindata Insight, Inc.**

I'm currently working with Clindata Insight Inc., a biopharmaceutical company based in Moraga, specializing in biostatistics, statistical programming, and big data for life science and talent solutions. As the **Marketing and Communications Specialist**, I promote our company brand through social media campaigns, videos, and verbiage for platforms such as LinkedIn, Facebook, and Twitter.

While taking business and entrepreneurship classes, I engaged in student clubs, and started a small business. I learned to manage my time, build and stick to a budget, create my own brand and image, converse with customers, and educate people about the many benefits of essential oils. I learned that I enjoy creating digital images and have an internal drive for making a positive difference in everything I do.

I met with the Career and Professional Development Services department at SMC to craft my resume and learned about the position with Clindata, Inc. CPDS helped me with interviewing skills and aligning my resume' and cover letter to the job description. They also introduced me to the Clindata hiring managers at the spring job fair. And, they helped me with the salary negotiation process. Saint Mary's College has prepared me well for a great future career! And, to you future students, here is some advice. Get involved on campus, gain leadership and work experience and visit Career and Professional Development Services!



**Claire Huebler, Class of 2018  
Environmental Science Major  
with a Minor in Economics**

I have had two internships:

Summer 2016: Recycle Corps Education Intern with Waste Management, WA

Summer 2017: Conservation and Sustainability Intern with Pyramid Communications, WA

My advisor in CPDS both years helped me clean up my resume and taught me how to write a great cover letter. She also helped me prepare for my interviews by going through typical interview questions and helping me identify my strengths and weaknesses. She also taught me the value of networking, and how to go about it.

The 2016 internship was my first official environmental-focused job that helped me get into the environmental field. The internship helped me make connections, develop my communications, public outreach, and teamwork skills. It helped me realize that I am in the right field!

The 2017 internship made me consider the non-profit sector as a potential career path

# WHAT CAN YOU DO TO HELP?

- Suggest to your son or daughter that they meet with their Faculty Advisor and their Success Coach right away!
- Support your child's exploration of new areas of study and interests
- Encourage your child to get involved in campus activities, career-focused events/workshops—but with balance in terms of their academic achievement
- Make sure your child checks in with CPDS and attends our workshops/events
- Think about who you know and where they work

# YOUR CHILD'S CAREER JOURNEY

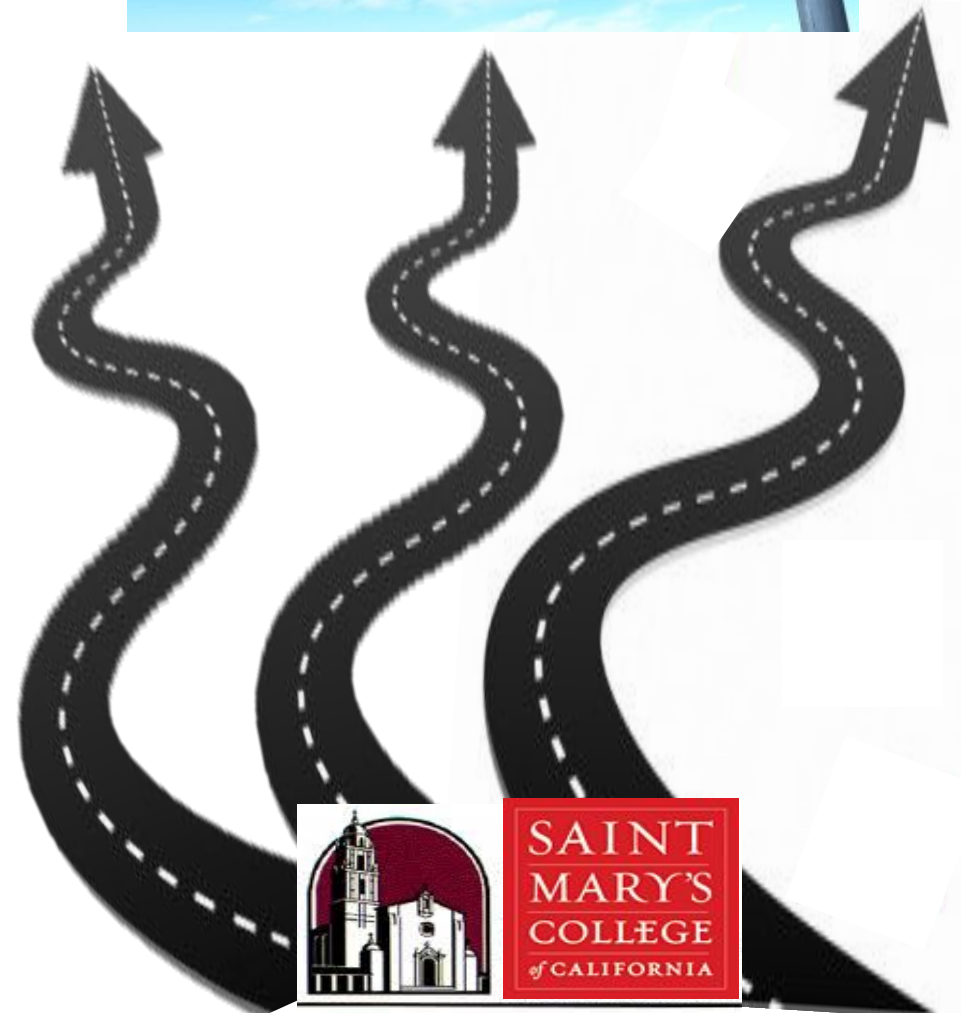
## ENCOURAGE YOUR CHILD TO:

- See their Faculty Advisor AND
- Make an Appointment with a Success Coach in Filippi
- OR Check-In with **CAREER AND PROFESSIONAL DEVELOPMENT SERVICES** in Filippi Academic Hall (FAH) to Discover:
  - WHO they are
  - WHAT they like to do
  - HOW they can make valuable connections – on and off campus
  - WHAT meaningful work looks like to them

THE PATH?

NOT JUST ONE BUT MANY.

HOW WILL THEY CHOOSE?



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Development Services

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MARY'S  
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