



HARTNELL COLLEGE

TRANSFER AND CAREER CENTER

CAREER PLANNING GUIDE

**A Step-By-Step Guide to Career Planning and
Online Services and Resources**

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TRANSFER AND CAREER CENTER PROGRAM & SERVICES

Program Purpose

The Transfer and Career Center of Hartnell College provides guidance in career and major exploration, job preparation, and university transfer information. Through the support of the Transfer and Career Center, you will identify and use career resources and labor market information to recognize your own skills, abilities, values, and interests. As a result, you will be equipped to formulate your personalized career goal. You will also be able to navigate through the ASSIST program to identify and utilize transfer patterns from the University of California and California State Universities to transfer successfully.

We Provide:

- Career and Transfer Guidance
- Major and Career Exploration via Assessments
- Career Development Workshops: Resume, Cover-Letter, and Interviewing
- Local Employment Opportunities Information
- Career/Job-Fairs
- Job-Search Resources

OFFICE HOURS & CONTACT INFO

Monday-Thursday 9:00 a.m.-6:00 p.m.

Friday 8:00 a.m.-5:00 p.m.

(831) 759-6007

College Center, C-132

www.hartnell.edu



[@hartnell_transfer_career](https://www.instagram.com/hartnell_transfer_career)

THE CAREER PLANNING PROCESS

Choosing a career path can be a confusing and intimidating process. However, through research and preparation, this process is a benefit to your future success. The model below shows the cyclical nature of career planning. You may have noticed that the process does not have a clear starting point nor does it seem to end. This is good news! It means that career planning is a continual process that may begin and end at any point and is useful at any stage of your career development.





WHAT ARE THE BENEFITS OF CAREER PLANNING?

- You will spend more than 80,000 hours of your life working! Why spend it doing something you don't enjoy?
- The occupation you choose has a big impact on many aspects of your life. Narrowing your choices somewhat helps to define your lifestyle and gives you a clearer picture of who you are.
- Career exploration helps you learn more about yourself. Learning more about your interests and preferences enables you to form more meaningful relationships with friends and significant others.
- People gain decision-making skills and occupational knowledge through career planning activities.
- When you are faced with many, many career options, you may not take the time to explore them in depth: instead, you may feel overwhelmed!
- Good decision-makers take time exploring options and are able to make informed, satisfying decisions.
- Career planning results in having realistic career goals.
- Students who engage in career exploration programs report higher grades and feel better prepared for the future compared to students who do not.
- Career exploration helps people face and find solutions to educational and career barriers.
- Career exploration helps people develop a support network and learn where to go when help is needed.
- Students who have completed career exploration have more confidence in themselves and are more motivated to achieve their goals.

The above information is used with the permission of ACT and is taken from the ACT DISCOVER Career Development Curricula for Colleges via www.tulsacc.edu

Part 1: SELF EXPLORATION

Before You Begin...

These assessments are meant to help you in your career planning process. While the results are accurate, they in no way represent who you REALLY are. That is a decision that only you can determine for yourself. Use these assessments as a starting point for personal reflection and critical thought about what you may want to do as a career, and the kind of person you'd like to be in the future.

I. Types of Self-Assessments

Listed below are some assessments to help you with **self exploration**. Choose at least two assessments in EACH of these categories:

- **Interests Assessments**
- **Personality Assessments**
- **Skills Assessments**
- **Values Assessments**

REMINDER: Remember to print and keep the results of your assessments in your personal records. Once you've completed the assessments, you can compare the results and see if there are certain career themes or patterns that emerge. These recurring themes may suggest career pathways that might fit best.

II. Personality Assessments

Career planning is essentially a search for self. Personality assessments can help you become more self aware. They also offer insight into how you relate to the world and to other people. The results of some of these assessments may not point directly to career choices that might fit you, but they will give you ideas about what work environments might be most compatible with your personality.

- A. **Identify your Holland Personality Type**, also called your **RIASEC** type code, to find out how your personality preferences relate to interests and career fields.
1. Go to the following website: [California CareerZone](#)
 2. Click on **Discover Possibilities**.
 3. Select the **Quick Assessment**.
 4. Complete the assessment and **View Results** for a list of jobs that match your 3-letter **RIASEC** code.
 5. Remember to print your results for future reference!
- B. Take the free [KTS-II Temperament Sorter](#).
- C. Take a free test that is based on Carl Jung's and Isabel Briggs Myers' typological approach to personality and offered at the following website: [Human Metrics](#).

III. Interest Assessments

The things you like to do can help you identify career fields to explore. As you do an interest assessment, think about what you like or dislike doing, **not** about your ability to do it. Interest assessments help you identify preferences based on your likes and dislikes.

After you have completed an assessment, be sure to *make the career connection!* Find out what career fields might match your interests. Print out the results for future reference. It will be helpful to compare the results of different interest assessments and see if there is a pattern as to what occupations are suggested.

Notice that most interest-assessment surveys indicate your Holland type. Go to this website for more information about **Holland types**:

[Holland Codes](#)

A. California Career Zone

1. Go to the following website: [California Career Zone](#)
2. Hover over **Explore** and view **Assess Yourself**.
3. Select the **Interest Profiler**.

B. My Next Move

This is an alternative online assessment to the Interest Profiler and will provide a complete overview of compatible career choices and necessary training and/or education based on your assessment results.

1. Go to [My Next Move](#).
2. Click on **Start** in the “**Tell us what you like to do**” box.

IV. Values Assessments

Values are guiding principles or motivators that indicate what you consider most important in your life. Your most important values are those that you prize the most, affirm publicly, choose freely after careful consideration and act upon consistently. Identifying your most important values will help you choose a career that will fulfill and be compatible with these values.

A. To identify the characteristics of a job which are important to you:

1. Visit [California Career Zone](#).
2. Hover over **Explore** and view **Assess Yourself**.
3. Then click on the **Work Importance Profiler**.

B. To help you identify and prioritize values that are important to you, complete the: [Career Values Assessment](#)

V. Skills Assessments

A skill is an activity that you have learned to do well or that you can improve upon through training and practice. What skills do you find most satisfying and enjoyable? These are the ones that you may wish to use in future work.

A. To identify your acquired skills:

1. Go to the following website: [California Career Zone](#).
2. Hover over **Explore** and view **Assess Yourself**.
3. Then click on the **Skills Profiler**.

B. Which skills do you have? Use the [Job Skills Checklist](#) to help you determine your abilities.

Part 2: EXPLORE CAREER PATHWAYS

Now that you have an idea of your personality and interest traits, begin exploring the different types of career industries and pathways that are available.

California's 15 Career Pathways:

Agriculture &
Natural Resources



Arts, Media &
Entertainment



Building &
Construction Trades



Business &
Finance



Education, Child Care
& Family Services



Energy, Environment
& Utilities



Engineering
Architecture



Fashion &
Interior Design



Health Science &
Medical Technology



Hospitality, Tourism
& Recreation



Information &
Communication Technology



Manufacturing &
Product Design



Marketing, Sales,
& Service



Public Service



Transportation



The above information was gathered from the California Career Café website www.cacareercafe.com

The following online resources offer an in-depth overview of California Industry Pathways including a summary of the job, the duties related to that field of work, the level of education required, the average salary, a list of the college majors compatible for the job, and the California colleges and universities that offer those majors.

A. California Career Café

1. Explore California career pathways by going to:

[California Career Café](#)

2. Click **Explore** to begin

B. California Career Zone

1. Explore Industry Sectors by going to:

[California Career Zone: Job Families](#)

C. My Next Move

1. Browse careers by industry at the following website:
[My Next Move](#)
2. Under the “**I’ll know it when I see it**” box, select an industry you are interested in or would like more information about.
3. Click **Browse** to begin.

Part 3: Do the Research

Once you've identified a career pathway that might be of interest to you, do some research. Find out more about related occupations that match up with your self-assessment results. Here are some ways to gather information about career fields:

1. Go Online:

Go online to gather information about the careers you are considering:

[Occupational Outlook Handbook](#): This is a nationally recognized source of career information published by the Bureau of Labor Statistics.

[O*Net Online](#): This huge database, developed by the U.S. Department of Labor, includes information on skills, abilities, knowledge, work activities and interests associated with thousands of occupations.

[California's labor market information](#) : Click on [Job Seekers and Students](#) or [California Occupational Guides](#).

2. Visit the Transfer and Career Center at Main Campus:

Go to the Transfer and Career Center located on the main campus in the Student Center, building C-132. The Transfer and Career Center provides career exploration services and career development materials.

3. Visit the Career Prep and Placement Services Office at Alisal Campus:

Go to the Career Prep and Placement Services Center at the Alisal Campus located in office A111. This is the right place to start if you are a student or alumni and interested in an internship, employment, or other career services.

4. Visit the OneStop Career Center of Monterey County:

The Monterey County Virtual OneStop is user-friendly and designed to connect local employers and job-seekers.

Visit [Monterey County's Virtual Job Center](#) website.

5. Do Informational Interviewing:

To gather real-life information, interview people who work in fields that are of special interest to you.

Read the **Informational Interviewing tips on the next page for more information.*

You may also visit the following website for more suggestions about:

[Conducting an Information Interview.](#)

6. Volunteer:

Gain work experience and learn new skills by helping others. Find volunteer tips and opportunities through [California Career Café](#).

7. Intern:

Internships are paid or unpaid, closely monitored, highly structured employment programs that provides professional work experience outside of the classroom.

Intern or work part-time in your prospective field. For more information, go to [California Career Café](#).

For your *informational interview*, choose from the following questions:

1. **Background:** Tell me how you got started in this field? What was your education? What educational background or related experience might be helpful in entering this field?
2. **Work Environment:** What are the daily duties of your job? What are the working conditions? What skills/abilities are utilized in your field?
3. **Problems:** What are the toughest problems you deal with at work? What problems does the industry as a whole have? What is being done to solve these problems?
4. **Lifestyle:** What obligation does your work put on you outside the work week? How much flexibility do you have in terms of dress, work hours, vacations?
5. **Salary:** What salary level would a new person start with? What are the fringe benefits? What are other forms of compensation (e.g. bonuses, commission, securities)?
6. **Potential:** Where do you see yourself going in a few years? What are your long term goals?
7. **Promotional:** Is turnover high? How does one move from position to position? What is your policy about promotions from within? How are employees evaluated?
8. **Advice:** When the time comes, how would I go about finding a job in this field? What experience, paid or volunteer, would you recommend? What suggestions do you have to help make my resume more effective?
9. **Hiring Decisions:** What are the most important factors used to hire people in this work (education, experience, personality, special skills)? How do people find out about jobs?
10. Do you have any additional advice for me?

Part 4: PREPARE

Now that you have conducted research on possible career pathways, it's time to put those strategies to work and begin looking for employment opportunities. Creating a professional portfolio is a great way to highlight your professional skills and achievements. Your portfolio could be a manila folder, a binder, or even a shoebox! The key is to have a designated location where you can easily keep, update, and access important employment documents.

A. Create a Professional Portfolio

Your professional portfolio is a reflection and collection of your past professional and educational experiences, awards, and achievements. Your portfolio should include:

1. Resume
2. Cover Letter
3. Reference List

Your *resume* and *cover letter* are the key pieces within your portfolio. Your **resume** is a brief form that describes your education, employment history, and experiences that are relevant to the job you are applying. Your **cover letter** introduces you and your resume to a potential employer and provides an in-depth explanation of why you are the best candidate for their organization. The purpose of both your resume and cover letter is to secure an interview. See the following links for resume and cover letter writing resources and tips:

A. [Purdue Online Writing Lab \(OWL\)](#) *see Job Search Writing section*

B. [UC Berkeley Career Center](#)

RESUME TUTORIAL

Chronological Format

Your Name

student@hartnell.edu | Contact phone

Use an appropriate email and voicemail.

OBJECTIVE *(optional)*

If included, it should be specific to the job you are applying for

QUALIFICATIONS

- Number of years of relevant experience, noting skills gained
- An important accomplishment that directly relates to the job
- A quality or characteristic of yours that supports this goal

*A Qualifications section is optional. Use only if you have **significant skills** that relate to the job description.*

SKILLS

- Demonstrated experience with...
- Proficient in...

EDUCATION

Hartnell College

Associate of Arts/Science, Name of Major

Graduation date: Mo/Yr

Overall GPA and/or Major GPA *(only if above 3.0)*

Related Coursework: Course Title, Course Title, Course Title

EXPERIENCE

Position Title

Mo/Yr – Mo/Yr

Company/Organization Name, City, State

- Use bullet points to describe your accomplishments (paragraphs can work as well, although bullets will lead the reader’s eyes easier)
- Always start your statement with “action verbs” – add adjectives to emphasize
- State an accomplishment that demonstrates your skills in this field/position
- Illustrate a problem you solved using relevant skill(s) and the results
- An example of when you used your skills to positively affect the organization, the bottom line, your boss, or your clients

Leadership Title

Mo/Yr – Mo/Yr

Student Organization, School

- A project you’re proud of that supports your objective
- Quantifiable results that point out your skills
- Awards, commendations, publications, etc. that speak to your accomplished skill

Volunteer Title

Mo/Yr – Mo/Yr

Community Service Organization, City, State

- Be consistent with punctuation and format
- Use present tense verbs for current positions and past tense verbs for previous positions

REFERENCES Available upon request.

RESUME SAMPLE

Chronological Format

Jane Panther

(831) 555-5555 | student@hartnell.edu

EDUCATION

Hartnell College

(12/14)

Major: Associate of Science Degree in Biology

GPA: 3.54

Coursework: General Chemistry, Organic Chemistry, Biology, Biology of Human Reproduction, Comparative Endocrinology, Hormones and Behavior, Physics, Calculus

LAB SKILLS

Nuclear Magnetic Resonance Thin Layer Chromatography

Mass Spectrometry Polymerases Chain Reactions

Gel Electrophoresis Dissection

Organic Synthesis

Include a summary of lab skills for an employer to quickly showcase your skills.

EXPERIENCE

Chemistry Tutor

(9/12-Present)

Tutorial Center, Hartnell College

- Work with a team of experienced students to tutor both individually and in groups in subjects such as General Chemistry and Organic Chemistry
- Prepare mock lectures to teach complex Organic Chemistry reactions to Hartnell students
- Develop original problem sets to further illustrate concepts; well-received by students

Grader (Chemistry lab)

(9/11-5/12)

Hartnell College, Salinas, CA

- Meticulously checked and graded over 100 lab books per week, paying close attention to details and returning to professor on time each week

VOLUNTEER

Volunteer, Urgent Care at Salinas Valley Memorial Hospital

(7/12-Present)

Salinas Valley Memorial Hospital, Salinas

- Using care and compassion, assist healthcare providers and nursing staff with patient care
- Direct patients and their families to specific departments of the hospital, answering questions and making referrals to other departments
- Monitor the health conditions of patients in the waiting room and report any dangerous changes in the health or behaviors of the patients to nurses

Volunteer, Vitas Innovative Hospice Care

(7/12-Present)

Various Locations, Salinas

- Assist elders with their daily needs related to mobility, food-serving, and cleanliness
- Aid in emotional and spiritual support for patients with life-limiting illness and bereavement support for families
- Prepare weekly reports for Hospice Care regarding behavioral and physical changes of elders

Related volunteer work can show both applied knowledge and care for the community.

COVER LETTER

Suggested Content & Layout

Your Name

Street Address • City, State Zip • (Area Code) Phone Number • student@hartnell.edu

Month Date, Year

Employer's Name

Position or Title

Company Name

Employer Street Address/ P.O. Box

City, State Zip Code

The simplest way to lay out your cover letter is to align all text to the left. Not only is it simple, but it looks professional and polished.

Dear Mr./Ms./Dr. Last Name of Addressee:

(Note: if no name is available use a generic title such as Human Resources Manager, Selection Committee or search LinkedIn for a HR contact name)

Opening Paragraph

State the position you are applying for, how you found out about it, and ask for consideration based on your skills and experience you have to offer. If you were referred by someone, state that here. Make a general statement about being a good candidate for the job.

Middle Paragraph(s)

In this section, you want to build a connection between the company's needs and your background and skills. Explain why you have targeted this particular organization. Stress what you have to offer, not what you want from them. Identify those parts of your experience that will interest THIS employer. You can draw attention to relevant course work, special projects and campus activities if they show direct relationship to this position. Do not restate what's in your resume, rather expand upon a specific project or accomplishment.

Closing Paragraph

Restate your interest in this position and how your unique qualifications fit the position. Request an interview, or tell the reader that you will contact him/her soon in order to schedule a mutually convenient time to meet. Thank the reader for his/her time and consideration.

Sincerely,

Your Signature

Type your name

The above is intended as a guide. Cover letters should be unique and original.

COVER LETTER

For an Existing Opening

Oscar Panther
345 Channing Way Apt #101 • Salinas, CA 93901 • 831-555-5555 • student@hartnell.edu

October 1, 2013

Patricia Scott
Director, Human Resources
Yahoo!
896 Mission College Blvd.
Santa Clara, CA 95003

Dear Ms. Scott:

I am excited to submit my application for the Training Specialist position I saw listed in Callisto. I am confident that my qualifications for this position merit your consideration.

As you can see from my resumé, I will complete my associate's degree in Business Administration from Hartnell College in May 2014. While this degree has provided me with a strong background in many aspects of business, it has also given me the opportunity to demonstrate my abilities through practical experience.

As a Training Department Intern with CSUMB, I was responsible for a new computer software education program. This project allowed me to develop and refine my training and organizational skills while designing a program to teach basic software applications to users with limited experience working with computers. The success of this program has been so overwhelming that the department has integrated it into their new staff training course.

Although the enclosed resumé thoroughly outlines my education and experience, I would appreciate the opportunity to demonstrate in an interview my knowledge of employee training and development, initiative, and interpersonal skills. You can contact me at (650)555-5555 to set up an interview. I look forward to hearing from you soon.

Sincerely,

Oscar Panther

Enclosure

The above is intended as a guide. Cover letters should be unique and original.

VERB LIST FOR RESUMES & LETTERS

Management

administered
analyzed
assigned
attained
chaired
consolidated
contracted
coordinated
delegated
developed
directed
evaluated
executed
improved
increased
organized
oversaw
planned
prioritized
produced
recommended
reviewed
scheduled
strengthened
supervised

Communication

addressed
arbitrated
arranged
authored
collaborated
convinced
corresponded
developed
directed
drafted
edited
enlisted
formulated
influenced
interpreted
lectured
mediated
moderated
negotiated
Persuaded
promoted
publicized

reconciled
recruited
spoke
translated
wrote

Research

clarified
collected
critiqued
diagnosed
evaluated
examined
extracted
identified
inspected
interpreted
interviewed
investigated
organized
reviewed
summarized
surveyed
systematized

Technical

assembled
built
calculated
computed
designed
devised
engineered
fabricated
maintained
operated
overhauled
programmed
remodeled
repaired
solved
upgraded

Teaching

adapted
advised
clarified
coached
communicated
coordinated

demystified
developed
enabled
encouraged
evaluated
explained
facilitated
guided
informed
instructed
persuaded
set goals
stimulated
trained

Financial

administered
allocated
analyzed
appraised
audited
balanced
budgeted
calculated
computed
developed
forecasted
managed
marketed
planned
projected
researched

Creative

acted
conceptualized
created
customized
Designed
developed
directed
established
fashioned
founded
illustrated
initiated
instituted
integrated
introduced
invented

originated
performed
planned
revitalized
shaped

Helping

assessed
assisted
clarified
coached
counseled
demonstrated
diagnosed
educated
expedited
facilitated
familiarized
guided
motivated
referred
rehabilitated
represented

Clerical or Detail

Oriented
approved
arranged
catalogued
classified
collected
compiled
dispatched
executed
generated
implemented
inspected
monitored
operated
organized
prepared
processed
purchased
recorded
retrieved
screened
specified
systematized
tabulated
validated

More Verbs for Accomplishments

achieved
expanded
improved
pioneered
reduced (losses)
resolved (problems)
restored
spearheaded
transformed

***Bolded** words are especially strong verbs to accentuate achievements.*

from **The Damn Good Resume Guide** by Yana Parker, Berkeley: Ten Speed Press

Congratulations! You have finished your self-guided career journey ... until next time!