

# CAREER DEVELOPMENT

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*The Calvin College career development office is available to help students and alumni with every step of a job search or career change. Contact us at (616) 526-6485 or [career@calvin.edu](mailto:career@calvin.edu) for more information about any of our services.*

## **Career Exploration**

*Need help deciding on your major or future career?*

- Career Counseling: counselors available for one-on-one appointments
- Career Assessment: Myers-Briggs Type Indicator (MBTI), Strong Interest Inventory, and Strengths Finder
- Career Resource Center: books, magazines, handouts and computers available (on the main floor of Hekman Library) for researching possible occupations and industries

## **Internships**

*Looking to gain practical experience in your field of study?*

- CalvinLink ([www.calvin.edu/career](http://www.calvin.edu/career)): online system that posts available internships and jobs
- Comenius Scholars: paid internship program for liberal arts majors interested in non-profit administration. Visit [www.calvin.edu/career](http://www.calvin.edu/career) for application
- Internship Planning: staff members available for one-on-one appointments

## **Job Search Assistance**

*Preparing to graduate, or looking for a change in your current career?*

- Career Counseling: counselors available for one-on-one appointments
- Resume and Cover Letter Critiques: individualized suggestions for your resume and cover letter
- Practice Interviews: opportunity to practice your interviewing skills and gain valuable feedback
- CalvinLink: online system that posts available internships and jobs
- uKnight: an online networking directory is available for students (once they complete their freshman year) and alumni at [www.calvin.edu/alumni](http://www.calvin.edu/alumni)
- Job Fairs: several career fairs are held throughout the academic year on Calvin's campus and in the Grand Rapids area. Visit [www.calvin.edu/career](http://www.calvin.edu/career) for a list of upcoming job fairs
- On-Campus Recruiting: employers visit Calvin's campus to hold informational meetings or schedule interviews with students. Visit [www.calvin.edu/career](http://www.calvin.edu/career) for a current recruiting schedule

## **Graduate School**

*Thinking about graduate school?*

- Career Resource Center: test preparation software and books with essential graduate school application tips available on the main floor of Hekman Library
- Graduate School Essay Critiques: feedback for your application essays and personal statements

## **Services for Specific Majors**

- Accounting and Engineering: resume books (compilation of upper-level students' resumes) distributed annually to employers
- Education: credential files (electronic files distributed to school districts as requested) and Teacher Graduate Booklet for Employers (listing of education students graduating in the current academic year, distributed annually)