

Resume Reviews



Watch at least 3 resume reviews (in-person) done by a lead peer or a counselor.

1. Date: _____ Initial: _____
2. Date: _____ Initial: _____
3. Date: _____ Initial: _____

Mock Resume Review



Complete a recorded mock resume review with a lead peer.

Review completed by: _____



TOGETHER FOREVER

Cover Letter Reviews

Watch at least 3 cover letter reviews (in-person) done by a lead peer or a counselor.

1. Date: _____ Initial: _____



2. Date: _____ Initial: _____
3. Date: _____ Initial: _____

CWU Career Services
400 E University Ave.
Ellensburg, WA 98926-7499

Phone: (509) 963-1921
Fax: (509) 963-1811
E-mail: career@cwu.edu

Peer Advisor Program Fall 2016 Training



CAREERSERVICES

DISCOVER YOUR PATH





Peer Advisor “Passport” Training Program

Welcome to Career Services! Peer advisors play unique and crucial roles in Career Services. It combines services to the larger student population with specific professional development opportunities. This “passport” is designed to guide you during the first quarter as it outlines various required training in order for you to learn more about the department, get to know staff, and be effective in serving our students. Welcome to Career Services! We are very excited to have you join the team!

“Learn the rules like a pro, so you can break them like an artist.”

—Pablo Picasso

8/5/2016 klp

TRAINING DESTINATIONS

Staff: Who they are and what they do



Meet with Career Services staff and interview them about their jobs.

Bruce Simpson _____
Jo Ann Ryan _____
Career Counselor _____

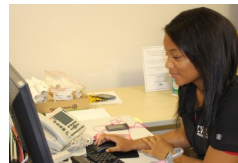


Log into the Wildcat Career Network and:

1. Complete your profile
2. RSVP for a Career Services workshop

Profile Reviewed by: _____

Front Desk



Meet _____ with
Kristen and learn:

1. How to schedule appointments
2. How to answer the phone, transfer calls, and take messages
3. How to use basic office equipment

Kristen Paton _____

Workshops



Attend _____ 3
workshops/presentations hosted by
Career Services.

1. Workshop: _____
Initial: _____
2. Workshop: _____
Initial: _____
3. Workshop: _____
Initial: _____

Your

Resume



Review and edit your own resume and
turn it in for review.

Kyoko Cleveland _____

LinkedIn



Create and update LinkedIn profile.

Profile reviewed by: _____

Career Services Website



Complete the Career Services Website
Scavenger Hunt (pick up the form from
Kristen or Kyoko).

Kristen or Kyoko _____