

Easy as 1 ... 2 ... 3

1

Visit the Career Development Center and start your Career Development Plan.

2

Participate in each required activity

3

Participate in an additional two "yellow" + two "green" + two "blue" activities

Soft Skills

Tier 1 (Required)

Business Etiquette Basics

**Plus Two More
Tier 2 Activities**

Teamwork
Conflict Resolution
Problem Solving
Leadership
etc.

Technology

Tier 1 (Required)

MS Office Certification Exam 1
(formerly Excel Basics)

**Plus Two More
Tier 2 Activities**

MS Office Certification Exam 2
Bloomberg
Web Basics
Business Analytics
etc.

Communication

Tier 1 (Required)

Business Writing

**Plus Two More
Tier 2 Activities**

Elevator Pitch
Business Concept Competition
Self-Branding
Public Speaking
etc.

Career

Complete all 3:

1. Develop a Career Development Plan
2. Approved Resume with Career Development Center
3. LinkedIn Profile
4. Complete at least one Mock Interview

CAREER DEVELOPMENT

PROFESSIONAL ENRICHMENT 2.0

The career development activities allow students to participate in guided experiences that teach the necessary skills to help navigate the professional career development process.

All Bachelor of Science Business Majors must participate in the following career development activities through the Career Development Center.

COMPLETE ALL CAREER COMPONENTS BELOW:



Develop a Career Development Plan

- Meet with CCOB Liaison to begin your Career Development Plan by calling 973-720-3291
- Discuss PE Components
- Review of Career Documents: Resume, Cover Letter, LinkedIn, Interviewing Skills etc.



Approved Resume on Trailblazer

- Connect to your student Trailblazer account via WP Connect
- Upload your resume (Resumes are reviewed within 48-72hrs)
- If you need resume assistance make an appointment with the Career Center or attend Career Resumania Events for a resume critique



Completed LinkedIn Profile

- Create a LinkedIn Account
- Schedule an appointment with Career Development to Review
- Submit your finished Profile to Barrowsm@wpunj.edu
- Need Help with LinkedIn : <https://university.linkedin.com/linkedin-for-students>



Complete at least 1 Mock Interview

Mock Interviews can be completed in any of following ways:

- Schedule a Mock Interview appointment with the career center
- Attend Career Center Employer Mock Interview Days
- Attending Professional Sales Program Mock Interview Events

QUESTIONS

CAREER DEVELOPMENT CENTER

University Student Center Suite 301

Phone: 973-720-3291 - Social Media @wpcareercenter