

Career Development

The Center for Career Development is located in Montgomery 204 and can be reached at 864.596.9614. We encourage students to make an appointment via Handshake (details below). The Career Development team is a helpful resource to advancing Converse students toward success in professional skills and career readiness post-Converse. Our staff offers services, programs, and opportunities for students to create networks for professional learning and growth. We aim to meet the needs of all Converse students wherever they are in their professional development journey through one-on-one meetings, programs, and events offered.

Workshops

Workshops are available throughout the year for students seeking support and additional information about their personal career development journey. The Career Development Center offers a variety of workshops on topics including:

- Resume & Cover Letter
- Interview Skills
- Job Search Strategies
- LinkedIn
- Professional Etiquette & Dress
- Small Talk & Elevator Speeches
- Experiential Learning
- Job & Internship Opportunities
- Graduate School
- Networking

Dates, times and additional details are advertised broadly on campus and through campus media avenues. An event calendar can be found on [my.converse](#) and Handshake.

Handshake

Handshake is Converse's job board connecting students with over 650,000 employers worldwide—all looking for strong candidates to apply to their positions. All students are registered for an account with [Handshake](#) using their Converse username and password. Students will need to sign in and complete their profile; the more complete your profile is, the greater likelihood of being noticed by employers. Part time and full time job opportunities as well as internships can be found in Handshake. Students have access to career resources, event information and can make an appointment with a Career Development staff member.

Career Courses

Career Exploration and Planning (CON 101)

This 1 credit hour course is designed to help students learn how to approach career decision making. Through a process of self-discovery, students will explore their own capacities, skills and interests. Students will learn to set professional goals and take advantage of future opportunities.

From Student to Professional (CON 102)

This 1 credit hour course is designed to provide students with the necessary tools for their job search. Topics include interviewing, resume writing, networking, utilizing LinkedIn, and transitioning to professional life.

Personal Assessments and Inventories

Students may take advantage of resources that can serve to clarify personal interests, gifts and talents. Knowing this information can facilitate choices related to university majors, minors, internships, and career goals. Make an appointment to meet with a career counselor through Handshake.

Internships and Job Shadowing Opportunities

Students are encouraged to be intentional in their experiences to clarify their life goals and plans, as well as hone career-ready skills. Internships and job shadowing are two ways that students can create experiences that enhance classroom learning, provide clarification, and learn valuable skills. Students may receive academic credit for internships by working with faculty to develop academic plans and by completing all paperwork. More information can be found on my.converse and by meeting with the Director of Internships. Use Handshake to make an appointment.

Networking Opportunities

During the year, students are provided with opportunities to meet with agencies, organizations, corporations, businesses, schools, Converse alumni, and community members to develop relationships to further their career goals. Networking opportunities include employer information sessions, formal networking events, Road Trips to the Real World, and career fairs.