

## Beth Milwid, PhD

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### Welcome to the Career Development Skills Program

The purpose of this two-part program is to help you move forward in your career.

The first part consists of two four-hour workshops where you'll learn to identify your knowledge and abilities and translate them into terms employers value. Below is a detailed outline of the workshop content. The second part of the program consists of two one-hour coaching sessions with the Instructor, Dr. Beth Milwid. Some students want help considering long-term career options, while others focus on looking for a job right away. What you cover in the coaching sessions is entirely up to you.

The skills you'll develop this semester will be useful the rest of your career. Sonoma State students have found the Career Development Skills Program to be practical, valuable, helpful, and fun.

### Workshop Session #1: Self-assessment and Tools

Landing a job is about finding a fit between what you bring and what an employer is looking for. First, we'll look "inside." We'll assess your strengths and experience and discuss how to communicate them in writing and aloud. Second, we'll look "outside." You'll learn how to find opportunities, decode job descriptions, and apply for positions online.

Describing your strengths in writing

- Crafting an impressive resume
- Drafting an engaging cover letter
- Developing a strong LinkedIn profile

Describing your strengths aloud

- Presenting your qualifications succinctly
- Delivering a crisp 30-second elevator speech
- Acing a job interview

Identifying job opportunities

- Defining specific jobs to explore
- Developing a list of criteria for assessing positions
- Using online job boards
- Mining the data on employer web sites

**Homework: Write a draft resume and bring it to our second meeting.**

## **Workshop Session #2: Job Search Strategy and Resume Review**

Our second session is a chance to practice what you've learned and get feedback, both from your peers and from me. First, you'll learn to design an overall job search strategy. Next, you'll break into pairs to review draft resumes, conduct mock interviews, and give and receive feedback.

### Developing a job search strategy

- Using project management skills to get and stay organized
- Considering a wide range of employers
- Maintaining updated information

### Reviewing draft resumes in pairs

- Giving and receiving constructive feedback
- Integrating feedback into your draft resume
- Reporting to the whole group what you learned

### Conducting mock interviews

- Creating a positive first impression
- Answering common interview questions
- Monitoring your body language
- Developing questions to ask the employer

### Creating a work plan for the coming month

- Identifying specific job search activities
- Creating a detailed timeline
- Managing job search stress
- Meeting with students from this class for support

After the workshops, Dr. Milwid will be available for two one-on-one coaching sessions. At these meetings, you can focus on any aspect of career planning that seems most challenging – from evaluating long-term options to getting organized for a job search to moving ahead when you're stuck. Coaching is a chance to apply the skills you've learned to your immediate needs. For information on Dr. Milwid's background, please visit her website: [www.doctorbeth.com](http://www.doctorbeth.com).

We hope you will join us for this unique and enjoyable learning experience.