

# Career Counseling and Job Finding Program

At times of career transition, it is often helpful to review your career and personal background. This assessment can:

- Help you clarify where you are now and where you want to go in your career
- Confirm whether your present work is really what you want to do
- Lead to exploring other kinds of jobs where you might fit
- Lead to exploring retraining possibilities

## Career Directions' in-depth, one-to-one career and job-finding assistance may include:

- Career assessment and testing, including skills and abilities analysis, job market research, and counseling on career direction.
- Resume preparation.
- Cover letter and follow-up letter guidance.
- Interview training, with videotaped practice sessions.
- Salary negotiation training.
- Information on employers, job openings and referrals to appropriate contact people.
- Development of a job-finding plan and use the Career Directions' *Career Transition Workbook*, with structured assignments guiding each phase of the job search.
- Use of Career Directions' career library which contains career and job-finding information.
- Ongoing interview strategizing, assistance on evaluating job offers, editing of letters, continual motivational support, and closely monitoring your job search.



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