The Office of Career Services at the University of New Mexico is here to help your student succeed in college and in the world of work. Our office provides beneficial support for students from their freshman year through graduate school and beyond. Please encourage your student to utilize our services. Please visit our website to learn even more about our services.

**Here's What We Can Do To Help**

- **What if my student already knows what they want to major in but not what they want to do as a career?**
- **What if my student knows exactly what they want to do career wise but not what to major in?**

**Career Advisement**
Career Development Facilitators (CDFs) are available to assist students in assessing abilities, interests, values and clarifying goals for the purpose of choosing a major and a career. CDFs work with students who are completely undecided about a major or career choice, to students who have a strong career focus and need assistance in how to develop these career areas as a UNM student.

- **What if my student has no clear ideas yet?**
- **I heard that you offer career assessments, which ones do you offer?**

**Career Assessment**
Career Services offers a variety of assessment tools to help students in career decision making and choosing a major, including Choices, the Strong Interest Inventory and the Myers Briggs Type Indicator.

- **My student has limited work experience. Can you help them put together a resume?**

**Resume & Cover Letter Assistance**
For students that have never put a resume together, to students who need to update an existing resume, Career Services works one-on-one with your student in providing assistance in creating a professional resume and cover letters.

- **Can you help my student find internship and job opportunities?**

**Lobo Career Connection**
All job and employer information received through Career Services goes directly into Lobo Career Connection, Career Services’ on-line database program. Is your student looking for a job during the summer or school year? He or she can browse an average of 300 new job listings every month, from temporary work, to internships and cooperative education, to full-time employment. Also, students can look up employers and industry contacts that help them network as a student and after graduation.

- **My student would like some help preparing for grad school and employment interviews. Can you help?**

**Interviewing Skills**
Students interview for many things during their academic career: from scholarships, to admittance into a degree-seeking program, work-study or student employment, to internships or cooperative education positions. Career professionals can help your son or daughter learn the secrets to interviewing skills that will guarantee success.

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**Student Advisement and Enrichment Center, Room 220**
Walk-In and Individual Appointments Available: Phone: 505 277 2531
Web: www.career.unm.edu
A Guide to Using Career Services for Parents & Guardians

Both you and your student are off on a new adventure, college! What you need to know is that choosing a career is a process, for everyone. All students go through the stages of this process at different speeds. The steps of this process include:

1. Assessing interests, personality, values and skills, and abilities (this is an important first step in choosing an appropriate career)
2. Exploring majors and career options
3. Gaining experience with possible career options (through co-op education, internships, part-time/ full-time opportunities, and networking)
4. Organizing and conducting a job or graduate school research

The Office of Career Services at the University of New Mexico can help your student at every stage!

Here are some things you can do to help support your student through this process:

**Freshman year** - Allow them to try out the college experience.
- Support your student’s exploration of new areas of study and interests. This, after all, is what education is all about! (http://www.unm.edu/~sac/)
- Affirm what you know to be areas of skill and ability he or she has consistently demonstrated.
- Support your student’s responsible involvement in campus activities but urge this to be balanced with maintaining academic achievement.
- Urge your student to seek assistance from the Office of Career Services. We can help them with defining their skills and abilities, interests, personality and values.

**Sophomore year** - Exploration of major and career!
- Don’t insist that a decision must be made about a certain major or career choice immediately. If you sense that your student’s indecision is a barrier to their progress, encourage them to seek assistance from Career Services, faculty and their academic advisors. Students often have difficulty making a “final” choice because they fear they may close off options and make the “wrong choice”. For help on what you can do with your major: http://www.career.unm.edu/students/major
- Encourage informational interviews. Direct your student to family, friends, or people in their/your network who are in a field in which they have an interest in, and support them in talking to these professionals.
- Remind your student about opportunities on campus such as on-campus recruiting, information sessions and career fairs in order to better connect with the professional world.

**Junior Year** - Experimentation! Internships! Cooperative Education! Volunteer!
- Encourage your student to use the resources available at the Career Services. Experts there will assist your student in preparing a good resume and finding opportunities to test their career choices, including internships, cooperative education programs, and summer job listings. Career Services is in direct contact with employers.
- Internships or summer experiences in some very competitive fields may be non-paying. Also, a good opportunity may be in a distant location. Discuss your financial expectations with your student before a commitment is made.
- Don’t conduct the internship or summer job search for your student. It’s a great help to provide networking contacts or names of people who may be helpful, however, making the contact and speaking for your student deprives him or her of an important learning experience—and may make a poor impression on the future employer.

**Senior Year** - Job Search! Graduation! Graduate School!
- Suggest that he or she visit Career Services throughout the senior year. Our office provides assistance in preparation for the job search: workshops and individual help with resume and cover letter writing, interviewing, and other job-search skills, Individual and group career advising, On-campus interviewing opportunities and Alumni links to mentoring and networking.
- Don’t nag your student about not having a job yet! This will often have the reverse effect. Use positive reinforcement.
- Offer to assist by sending information you may have found about the career field of your student’s choice and/or job listings that may be of interest.