

**Graduate Networking Resource Award
For Non-Academic Employment
Career Management Center - College of Sciences Satellite**

Application Package

Name _____ UIN _____

Address, State, Zip _____

Phone _____ Cell Phone _____

ODU Email _____ Alternate Email _____

Willingness to Relocate:

I attest by my signature that I am willing to consider companies in multiple geographic regions and that I am willing to consider relocation.

(Student's Signature/Date)

To be completed by GPD:

Graduate Degree Program _____

Expected Date of Graduation _____ GPA _____

Recommendation for Award: I have reviewed the application package and I recommend this student as a candidate for the Graduate Career Resource Award.

(Graduate Program Director/Date)

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Career Essay

In one page, single spaced, please provide a written summary your career progress up to the present, articulating education and experience. Summarize your career expectations upon graduation. Finally, please state how this award will benefit your career plans.

Resume and/or Curriculum Vitae

Attach a copy of your Resume and/or Curriculum vitae.

General Job Search Denominators:

The following information is requested for the initial application process. If you are selected to receive the award you will be asked to complete a more detailed list of “denominators” before the actual contracted source begins the search. For the current time, provide details based on your current career plans.

Industry:

Size of Organization (choose all that apply):

- Below 250
- 250-500
- 500-1000
- 1000-5000
- Above 5000

Geographic Region (list a minimum of 3): Northeast, Middle Atlantic, Southeast, Midwest, Northwest, Southwest, International

1st choice _____

2nd choice _____

3rd choice _____

4th choice _____

Desired Position(s):

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Action Plan

Job Search Strategies and Networking with Professional Contacts

Section 1: Goals for the Job Search

Daily:

Weekly:

Monthly:

Section 2: Overall Job Search Strategy

What geographic regions will you include in your job search?

- Northeast
- Middle Atlantic
- Southeast
- Midwest
- Northwest
- Southwest
- International
- Additional Specifics:

Section 3: Strengths and Weaknesses

What are your professional strengths? How will you convey them?

What are your professional weaknesses? How will you handle them?

Section 4: Additional Training or Research Required

I need to seek additional training or do research in the following areas:

- Geographic regions I will consider
- How to draft professional correspondence
- Interviewing skills
- Job search strategies
- Networking techniques
- Informational interviewing
- Salary (industry standards)
- Other:

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Section 5: Specific Job Search Strategies (please include known resources and what actions you'll take)

I will use the following methods to locate career opportunities:

- Want Ads

Resources:

Job seeker action:

- World Wide Web

Resources:

Job seeker action:

- Online Job Banks

Resources:

Job seeker action:

- Networking

Resources:

Job seeker action:

- Informational Interviews

Resources:

Job seeker action:

- Targeted Mailings

Resources:

Job seeker action:

- Hiring Agencies

Resources:

Job seeker action:

- Creative Others (please articulate)

Resources:

Job seeker action:

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Section 6: Accessing My Contact Names

I will make use of my new professional contacts in the following ways: