



# The Road to Success

Mapping Your Career Year By Year

University of Mary

Career and Testing Services

By taking advantage of Career and Testing Services' wide variety of programs and services, you are assured the confidence, knowledge, and direction for professional service.

It all starts your first year at the University of Mary. Career and Testing Services is ready to help you make informed choices every step of the way at America's Leadership University.

Visit us in Room 1541 of the Benedictine Center for Servant Leadership, or at our website at [www.umary.edu/careers](http://www.umary.edu/careers) to learn more about our events, resources, and services.

## Freshman Year - Exploring!

The most important task during the freshman year is to become active in the career planning process by exploring:

### 1 Career Services

- Begin by becoming familiar with Career and Testing Services staff and resources. Speak with the Director about your career goals
- Visit the Career and Testing Services' website to view career information [www.umary.edu/careers](http://www.umary.edu/careers)
- Register with the Marauder Career Network, an on-line job posting and web resume system

### 2 Self-Exploration and Assessment

- Utilize the computerized career guidance program Bridges to examine your interests, skills, and values while learning about a variety of occupations/career paths
- Take a career assessment (Strong Interest Inventory or Myers Briggs Type Indicator)
- Discuss your career interests with parents, family, friends, and others who know you well

### 3 University and Majors

- Get to know and meet regularly with your academic advisor and discuss your career plans with him/her
- Become familiar with the University of Mary Bulletin describing course offerings at the university
- Explore academic majors and attend a majors fair if offered
- Go to class, keep up with your assignments, and focus on maintaining a strong GPA
- Learn more about different majors at [www.princetonreview.com/majors.aspx](http://www.princetonreview.com/majors.aspx)
- Find out more about what you can do with different majors at [www.uncwil.edu/stuaff/career/majors/index.htm](http://www.uncwil.edu/stuaff/career/majors/index.htm)

### 4 World of Work

- Visit the career resource library to learn more about the world of work including qualifications, job market trends, and salaries for various occupations
- Begin to gain real life experience valued by employers through: volunteer service, part-time employment, or summer work experiences
- Interview people who are employed in professions or jobs that interest you



## Sophomore Year - Deciding

The focus of the sophomore year is on selecting a major and developing tentative career goals.

### 1 Commit to Career Choice

- Continue visiting with Career and Testing Services about your career goals
- Decide on/declare a major and apply to be admitted to your major if necessary
- Meet with your academic advisor to confirm your degree plan and learn more about degree requirements for your major area
- Get to know the faculty as well as upper class students in your major
- Continue to maintain a strong GPA

### 2 Test and Strengthen your Choice

- Join student and professional organizations related to your major and/or career goals
- Begin researching internships, student teaching, and clinical placement options while applying for related summer employment
- Gain relevant experience from part-time employment during the year or through volunteering. Contact the Student Volunteer Coordinator on campus to learn more about service learning or volunteer opportunities related to your field of study.

### 3 Begin preparing job search correspondence

- Start creating a resume (Take a close look at the resume on the next page and use it as a model for your resume)
- Attend a resume writing workshop sponsored by Career and Testing Services
- Career and Testing Services can critique your resume or have it done by an employer at the Resumania event in the spring of each year.
- Start process of creating a work related portfolio and deciding on relevant content

# Mike P. Maruader

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## OBJECTIVE

To obtain a position as a pharmaceutical sales representative with GlaxoSmithKline

## EDUCATION

### Bachelor of Science in Business Administration

May 2009

Minors: Finance and Computer Information systems  
University of Mary, Bismarck ND  
GPA: 3.82  
Harold Schafer Emerging Leaders Academy graduate

## RELEVANT EXPERIENCE

### Sales Associate

July 2008- present

Cellular Communications, Bismarck, ND

- Recognized as top sales representative for 4th quarter 2005
- Demonstrate products and assist customers with general inquiries

### Entrepreneurship Seminar class project

Resume Doctor

Jan. 2008- May 2008

- Developed business plan for local start up company
- Conducted and analyzed research to determine target market
- Implemented marketing plan to secure initial clientele

### Teller

Jan. 2007- June 2008

Starion Financial, Mandan, ND

- Processed transactions for personal and business customers
- Maintained and balanced a daily cash drawer
- Opened new customer checking and savings accounts

### Office Assistant

Oct. 2005- Dec. 2006

- Wheeler and Wolf Attorneys-at-Law
- Performed data entry, filing, and clerical duties

## COMPUTER SKILLS

- Word, Excel, Access, Powerpoint, Adobe InDesign, HTML, C++

## ACTIVITIES AND HONORS

- Dean's List (all 8 semesters)
- University of Mary Student Senate Member; 2005-2006
  - Student Development Committee
  - Finance Committee
- University of Mary Student Ambassador, 2005-2006

## VOLUNTEER ACTIVITIES

- Big Brothers/Big Sisters
- Cystic Fibrosis Foundation
  - Planned activities for annual fund raiser
  - Created a press packet and press release to inform the public about Cystic Fibrosis
- American Heart Association

## Experiential Learning Activities at U-Mary: A Comparison

TYPE	INCOME	CREDIT	DESCRIPTION	CAMPUS COORDINATION
<b>Internships/ Field Experiences</b>	Paid and Non-Paid	Credit and Non-Credit	Career-related, structured learning experience	Individual faculty members Career Services
<b>Practicums</b>	Paid and Non-Paid	Credit	Career-related, structured learning experience	Individual faculty members
<b>Work-Study Employment</b>	Paid	Non-Credit	Can be career-related	Financial Assistance Office
<b>Part-Time Employment</b>	Paid	Non-Credit	Can be career-related	Career Services
<b>Service Learning</b>	Non-Paid	Credit and Non-Credit	Career-related, structured learning experience with social consciousness	Student Volunteer Services
<b>Community Service</b>	Non-Paid	Non-Credit	Can be career-related	Student Volunteer Services
<b>Study Abroad</b>	Non-Paid	Credit	Exposure to international and cultural learning experiences	Foreign Language Department Registrar
<b>Harold Schafer Leadership Program</b>	Non-Paid	Credit	Career-related, structured learning experience	Emerging Leaders Academy

## Junior Year - Preparing!

In the junior year, it is important to prepare yourself for entry into a specific career field.

### 1 Graduate and Professional School

- Begin to consider different schools and programs; learn about their requirements and application processes
- Request a degree audit from the registrar to monitor your progress toward graduating

### 2 World of Work

- Research jobs and employers matching your interests, values, and skills
- Conduct informational interviews to learn more about your field and to begin creating networking contacts
- Attend professional meetings or information sessions relevant to your career field
- Attend job fairs to make contacts, network, and learn about job requirements
- Complete internships or volunteer experiences related to your career goals

### 3 Career and Testing Services

- Market yourself effectively by updating your resume and tailoring it to your career field
- Develop professional interview skills by participating in a mock interview

# Senior Year- Implementing and Embarking

Throughout the senior year, actively engage yourself in the search for employment or admission to graduate school.

## 1 Graduate and Professional School

- Develop a time line to complete all necessary components of the application process
- Complete graduate school applications, remember to apply early, search for funding sources, arrange campus visits, and do all necessary follow-up.

## 2 World of Work

- Visit Career and Testing Services to learn more about a job search time line
- Be flexible and realistic in your expectations for first year employment (the average job search can take up to 6 months)
- Research employers and industries to assist you in the interview process
- Continue networking and develop your unique “elevator pitch” to use when meeting with professional contacts

## 3 Career and Testing Services

- Update and polish your resume; Learn to write a dynamic cover letter
- Perfect your interviewing skills by doing a mock interview. Career and Testing Services offers a Mock Interview Day in the spring of each year.
- Participate in job and internship fairs both locally and statewide
- Attend employer on-campus interviews through Career and Testing Services
- Keep in contact with Career and Testing Services and Alumni Association; Become involved with the Young Professionals Network
- When you find a job, contact Career and Testing Services to notify them and complete an employment survey

# 2008 University of Mary Employment Report

Of the 245 Respondents:

- 233 (95%) reported “Employed” or “Continuing Education”
- 179 (73%) reported “Employed”
- 54 (22%) reported “Continuing Education”

### Division reports for “Employed or Continuing Education”

- Business 96%
- Education 97%
- Humanities 100%
- Human Performance Sciences 91%
- Social Behavioral Sciences 94%
- Nursing 94%
- Mathematics and Natural Sciences 96%



## Graduate/Professional School Report

Recent U-Mary graduates have enrolled in graduate or professional degree programs at the following colleges and universities:

Creighton University	Pacific University
Des Moines Univeristy	Palmer Chiropractic School
Harvard	University of Hudson
Illinois College of Optometry	University of Idaho
Kansas State University	University of Iowa
Marquette University	University of Minnesota
Montana State University	University of Northern Colorado
North Dakota State University	University of North Dakota
Northwestern Health Sciences University	University of Norte Dame
Ohio State University	University of South Dakota

## Recent Employers

Here are just a few of the places where our students have found employment:

<b>Agency MABU</b>	<b>North Dakota Department of Transportation</b>
<b>Bank of North Dakota</b>	<b>North Dakota ITD</b>
<b>Basin Electric Power Co-op</b>	<b>Northern Great Plains Research Center</b>
<b>Big Brothers Big Sisters of America</b>	<b>Northern Plains Lab</b>
<b>Bismarck Public Schools</b>	<b>Pride, Inc.</b>
<b>Cloverdale Foods</b>	<b>Rapid City Regional Hospital</b>
<b>Coventry Health Care</b>	<b>St. Alexius Medical Center</b>
<b>CrossCountry Courier</b>	<b>St. Vincent Health Care</b>
<b>Eagle Creek Software Services</b>	<b>Starion Financial</b>
<b>Eide Bailey</b>	<b>Sykes Enterprises</b>
<b>Enterprise Rent-A-Car</b>	<b>Trinity Health</b>
<b>H.I.T., Inc.</b>	<b>Unisys</b>
<b>Innovis Health</b>	<b>US Bank</b>
<b>Mayo Clinic</b>	<b>Waddell and Reed</b>
<b>MedCenter One Health Systems</b>	<b>Wells Fargo</b>
<b>Merit Care Health System</b>	<b>YMCA</b>
<b>MDU Resources Group, Inc</b>	
<b>National Information Solutions Cooperative (NISC)</b>	

## What's Next?

We're happy to answer any questions about career development at the University of Mary. Please contact us:

### University of Mary

Career and Testing Services  
Benedictine Center for Servant Leadership,  
Room 1541  
7500 University Drive  
Bismarck, ND 58504

701-355-8050

1-800-408-6279

fax: 701-255-7687

e-mail: [kallan@umary.edu](mailto:kallan@umary.edu)



## Undergraduate Majors

Accounting  
Addiction Counseling  
Athletic Training  
Biology  
Biology Education  
Business Administration  
Business Communications  
Business Education  
Clinical Laboratory Science  
Computer Information Systems  
Criminal Justice  
Early Childhood Education  
Elementary Education  
Engineering Science  
English  
English Education  
Entrepreneurship  
Exercise Science  
Finance  
History Education  
Information Technology  
K-12 Instrumental Music Education  
K-12 Vocal Music Education  
K-12 Vocal/Instrumental  
Music Education  
Management  
Management Information Systems  
Marketing  
Mass Communication

Mathematics  
Mathematics Education  
Music Performance  
Nursing  
Pastoral Ministry  
Physical Education  
Psychology  
Radiologic Technology  
Respiratory Therapy  
Social & Behavioral Sciences  
Social Studies Education  
Social Work  
Special Education  
Sports & Leisure Management  
Theology

## Associate Degrees

Accounting  
Radiologic Technology  
Business Administration

## Pre-Professional Concentrations

Chiropractic  
Pharmacy  
Dentistry  
Physician Assistant  
Law  
Podiatry  
Medicine  
Veterinary Medicine  
Optometry

## Master's Degrees

Business Administration  
Nursing  
Counseling  
Occupational Therapy  
Education  
Project Management  
Management  
Strategic Leadership

## Doctorate Degree

Physical Therapy