Please complete as much of the information below as possible to help Career Services best address your needs. Be mindful, you are responsible for your success. Career Services can guide you, offering assistance to educate and empower you through your professional development process. However, to access our staff and resources, you must invest your time, do your necessary work and take an active, thoughtful role in your interaction with Career Services. We look forward to working with you!

Name: ___________________________ date: ___________________________

**Career Counseling:**
Why are you seeking career counseling?

What do you hope to accomplish from career counseling?

What are your current career goals? (Even if you are very uncertain, just fill in any thoughts you might have)

**Resume/Cover Letter Assistance**
How much time have you spent creating/revising your resume?
1. 0-1 hours
2. 1-2 hours
3. 2-5 hours
4. 5-8 hours
5. More than 8 hours

How much time have you spent creating/revising your cover letter?
1. 0-1 hours
2. 1-2 hours
3. 2-5 hours
4. 5-8 hours
5. More than 8 hours
Personal Statement/Graduate School Application
How much time have you spent creating/revising your personal statement or graduate school application?
1. 0-1 hours
2. 1-2 hours
3. 2-5 hours
4. 5-8 hours
5. More than 8 hours

Job Searching:
How much time **daily** did/do you dedicate to finding a job?
1. 1-2 hours
2. 2-5 hours
3. 5-8 hours
4. More than 8 hours

How much experience do you have in the field in which you are looking for a job?

What are the skill requirements for your next job (the job you are seeking or would like to pursue)?

If you could do anything you wanted, what would it be?
Which 3 to 5 of these values are most important to you regarding your work?

___Achievement ___Environment ___Leadership ___Stability ___Enjoyment 
___Creativity ___Money ___Moral Fulfillment ___Security ___Competition 
___Helping others ___Status/recognition ___Variety ___Independence 
___Challenge/adventure ___Free time/leisure ___Authority 
___Helping society ___Intellectual Stimulation ___Self Direction

How much time are you putting towards these activities?  (Rank them on a scale of 1 to 10.  10 being the most amount of time spent working on it)

1. Networking: ______
2. Resume: ______
3. Mock Interviews: ______
4. Cover Letter: ______
5. Finding/having an internship: ______