Provided by the Career Center (Sp2025)

# Completion of Project/Presentation/Report

**Assignment Description:**

Write accomplishment bullet points in the format of the project section of the college resume/online professional profile that demonstrates the career readiness competencies developed in the project.

**Key Resources:**

* [College résumé](https://www.calstatela.edu/sites/default/files/Career%20Center%20College%20Resume%20Sample_2023.pdf)

**Competencies:** professionalism, teamwork, problem-solving, critical thinking, technology, communication, inclusion & equity, leadership)

# End of the Course: Option 1

**Assignment Description:**

Review the syllabus to identify key concepts and skills obtained. Map them to an area of career cluster/category related to the major. Identify in which career paths or employers they could apply the skills obtained.

**Key Resources:**

* What Can I Do With This Major: [Majors & Career Paths](https://www.calstatela.edu/careercenter/majors-and-careers)

**Competencies:** career & self-development

# End of the Course: Option 2

**Assignment Description:**

Review the syllabus to identify key theories, models, technology, and methodologies. Connect these discipline-specific skills to the related career readiness competencies. Write them in the format of the skills section of the resume/online professional profile.

**Key Resources:**

* [College résumé](https://www.calstatela.edu/sites/default/files/Career%20Center%20College%20Resume%20Sample_2023.pdf)

**Competencies:** career & self-development

# Research: Option 1

**Assignment Description:**

Using Handshake, choose a topic/research a real-world issue related to an academic concept (e.g., historical concern, environmental issue, tech trend) by selecting an industry, identifying an organization, and reviewing their Handshake profile and company page to gather insights.

**Key Resources:**

* [Handshake](https://www.calstatela.edu/careercenter/cal-state-la-handshake)

**Competencies:** critical thinking

# Research: Option 2

**Assignment Description:**

Using Handshake, choose & attend an employer event (e.g., office hours, mentor chat, info session) and reflect upon how you could help them achieve their goals with the major/concepts explored and career readiness competencies developed in class.

**Key Resources:**

* [Handshake](https://www.calstatela.edu/careercenter/cal-state-la-handshake)

**Competencies:** problem-solving, career & self-development

# Research: Option 3

**Assignment Description:**

Using Handshake, search organizations by industry, interview a recruiter to identify the organizational needs and write about how what you learned in the class could help address their needs. If unable to secure an interview, review their internship/job postings to identify their needs.

**Key Resources:**

* [Handshake](https://www.calstatela.edu/careercenter/cal-state-la-handshake)
* [College résumé](https://www.calstatela.edu/sites/default/files/Career%20Center%20College%20Resume%20Sample_2023.pdf)
* [Interview guide](https://www.calstatela.edu/careercenter/interview-skills)

**Competencies:** problem-solving, critical thinking, leadership, career & self-development