



Career Services

Virtual and Online Services

www.washburn.edu/career-services

career-services@washburn.edu

Résumés and Cover Letters

- **Résumés for America** is a free résumé and cover letter creation program linked from the Career Services homepage. Free access requires using a Washburn.edu email address in creating a profile. Documents can be downloaded in Word-compatible format and saved outside Résumés for America.
- Résumé and cover letter handouts, including samples, are located on the Career Services website.
- Reviews: Résumés and cover letters may be emailed to career-services@washburn.edu with a request for review by a member of the Career Services staff.

Interviews

- Interview handouts, including sample common interview questions, are located on the Career Services website.
- Mock interviews via **Zoom** or phone: Zoom includes video and requires a computer with video camera and microphone. Call 785-670-1450 to schedule. Submit résumé and job description from an employer (job posting) by email prior to the mock interview. May take up to an hour.

Job Search and Coaching

- Multiple resources regarding job search preparation and execution are available via the Career Services website, including national search sites, search sites by discipline, salary research tools, and much more. Use the links on the left side of Washburn.edu/career-services to navigate to major topics broken down by sub-topic.
- Coaching by phone or Zoom is available by appointment: Call 785-670-1450 to schedule; remind the staff that you are unavailable for an in-person appointment. Office hours are 8-5 M-F; be sure to tell us if you are wanting to schedule outside those hours.
- **The Campus Career Coach** is a great career advice blog that provides the opportunity to submit questions to a team of career coaches and to see articles on multiple topics including advice from job search, job market, networking, and more. Link is on the Career Services webpage.
- BodJobs is the WU Career Services-administered job posting site available to all Washburn students and alumni. BodJobs is linked from the Career Services website and is free to students, alumni, and all bona fide employers. BodJobs includes:
 - a. An employer directory of all employers that have interacted with WU Career Services (posted jobs, attended events) over the last 15+ years.
 - b. Job agents that allow the student to create a saved search and receive emails when jobs matching the search are posted.
 - c. Ability to upload résumé that students can make available to employers using the system. Student controls access to employers.
 - d. Ability to apply for jobs through BodJobs if the employer chooses.
 - e. Information on campus career events, including attending employers, contacts, types of positions for which the employers are recruiting, profile of each employer (employer-created), and more. Allows access to employer information to users who are unable to attend on-campus events.

(NOTE: BodJobs will be replaced by Handshake in summer 2018 and the new system will be different in appearance and (improved) usability. Functionality will be improved, but navigation will be different.)

Financial Literacy Information – WU Office of Financial Aid

- **SALT** and **Cash Course** are two financial literacy sites that are linked from the Career Services homepage. Some of the resource topics provided include: advice on budgeting, scholarship application search, student loan debt management, and saving strategies.
- **Ichabod Financial Counseling Services** is a service of the Office of Financial Aid at WU. More information is located at www.washburn.edu/current-students/financial-literacy.