



## DEVELOP YOUR

# Game Plan

*by Jeff Reep '79*

AFTER 22 YEARS OF COACHING college basketball, I can tell you with certainty that sweet victory begins with a game plan. My job as a coach was to help my players develop their strengths and then place them in positions where they could excel. In practice and from the sidelines, my role involved encouraging athletes, providing accountability, and at times pushing them beyond their comfort levels.

Cedarville's career services staff interacts with student and alumni job seekers in much the same way. We can point you to helpful tools and resources and encourage your success, but ultimately it's up to you to spend the essential conditioning hours in the gym and give it all on the court for that career win.

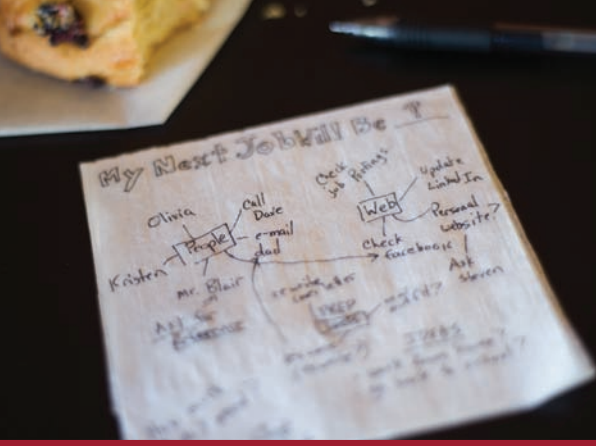
Whether you are just beginning your career journey or are a seasoned professional going

through a transition, job searching can seem like an overwhelming process. You're asking questions like, "What kind of work am I seeking? In what kind of industry? Do I know anyone in that field? Do I have enough experience?"

Once you've settled those big-picture questions, you'll have another set of practical questions to face: "Is my résumé strong enough? What should I say in an interview? How can I best sell my skills?"

Cedarville's career services office is a great resource for job seekers that alumni often overlook. The same resources and quality services we provide for students are available to alumni. You may be a professional in your discipline, but few people are professional job seekers. Our office is staffed by career-coaching professionals who can help you develop your game plan.





## Career Advice

- A mid-career change is a great time to ask yourself if your education and skills are a good fit with your gifts and vocational calling.
- A one-hour consultation with an independent career coach could cost as much as \$300. Cedarville provides this service to students and alumni free of charge.
- A great résumé won't get you a job, but it will move you to the "let's talk to this person" pile.
- Job fair employers tell us that Cedarville students too often undersell their education and experience. Be confident and share your strengths!

## Career Assessment

### Pray.

This may seem obvious, but the essential place to begin your job search is before God with a humble heart. Pray specifically: "Who do I need to talk to next?" We walk by people every day who could help us make a valuable contact. If we're not praying and looking, we'll miss them.

### Evaluate.

Career Direct is an assessment tool that allows you to research unexpected occupations, explore jobs related to your experience, and better understand how your interests align with your career path. We offer Career Direct for students and alumni on campus for just \$12 (an \$80 value). If you can't make it to campus, we can recommend similar online resources.

## Job Networking

### Contacts.

There are two things that nearly everyone loves to do: talk about themselves and tell others what to do. When you meet people who work in a field that interests you, ask them for advice on essential skills you should develop and what resources they recommend. Most people will gladly refer you to other professionals who can provide additional information or opportunities. That helpful spirit is alive and thriving in our Cedarville family. We can help you get plugged in.

### CareerNet.

This is a growing database of Cedarville alumni, parents, and friends who are additional eyes, ears, and feet on the ground — and they are looking out for you. CareerNet contacts are invested members of the Cedarville family who are willing to provide career advice to Cedarville students and grads. When they hear about job openings and internships, they funnel that information to us so we can make it available to you. Anyone can join!

## Navigational Tools

### Finding leads.

Visit [cedarville.edu/career](http://cedarville.edu/career) for the following:

- Explore specialized job banks for openings in engineering, education, sport management, government, nonprofit fields, and more.
- Post your résumé on CareerVille and search jobs specifically posted at Cedarville.
- Extend your search using NACE Link (National Association of Colleges and Employers) to view jobs posted at more than 700 other universities.

### Building your résumé.

If you ask 10 people about proper résumé format, you will get 10 different opinions. Format your résumé in a way that will best sell you and your skills to your audience. If you match the language in your résumé to the job description, you

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It takes time and careful planning to understand  
how God has wired you, to connect your passions  
with your strengths, and to explore opportunities  
where you can use your education and experience  
to make a difference."*

are more likely to be called for an interview. We can guide you on other résumé features employers are looking for.

#### **Applying for jobs.**


More and more employers will direct you to apply online, and that means new rules for how you should follow up. We'll help you develop an organized process for tracking your applications, following up with employers, and taking the next step.

#### **Interviewing.**

You already know to anticipate broad questions like, "Tell me about yourself" and "What are your strengths and weaknesses?" No matter what you are asked, you should be prepared with a list of key experiences, skills, and accomplishments so you can give specific answers to broad questions. Employers are asking more behavior questions like, "Tell me about a time when you had to mediate conflict. What was the result?" If you are not prepared, your rambling answers will give you away. Occasionally an interviewer will ask a seemingly unrelated question just to see how you

think on your feet. We can work with you to adapt your answers to highlight your strongest selling points.

If you have been working in a career for 15 years, you likely have not had to learn the navigational skills required to find a position in today's economy. Pursuing a vocation is important work. It takes time and careful planning to understand how God has wired you, to connect your passions with your strengths, and to explore opportunities where you can use your education and experience to make a difference.

Get started today by calling our office at 1-888-562-4811 or by visiting **[cedarville.edu/career](http://cedarville.edu/career)**! Although serving current students is our first priority, it would be our pleasure to assist Cedarville alumni in their search as well. 

*Jeff Reep '79 has 22 years of experience as a collegiate basketball coach. Today, he is a professional career coach and director of career services. He received his B.A. in physical education and his M.Ed. from Delta State University. You may contact Jeff at [reepj@cedarville.edu](mailto:reepj@cedarville.edu).*

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### **When searching for a job, the right connections make all the difference.**

Cedarville friends and family have years of experience and professional contacts that can help students and alumni obtain jobs. That's why career services created CareerNet.

Join this powerful network by becoming a CareerNet contact. Choose your level of participation — from forwarding job leads to talking to a student interested in your line of work.

Enroll today by e-mailing **[career@cedarville.edu](mailto:career@cedarville.edu)** or calling **1-888-562-4811**.



#### **What You Can Do:**

- Notify us of job openings and internships.
- Encourage your company to recruit at Cedarville.
- Serve as a contact in your region.

*Note: In signing up for CareerNet, you will not be held responsible for finding job placements. Rather, our goal is to build a strong network of professionals in a variety of careers.*