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# Honors Projects Brochures

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Image from Create A Career

## Opportunities and Placement Rates

93.1% of students are successfully placed in jobs or education programs after graduation.

### Opportunities:

- Education Administrators
- Pregnancy Centers
- Nonprofits
- Hospitals
- Social Services

The information in this brochure was provided by Thuy Tram Butler-Nguyen, Ana Rau of Goodwill Industries of Greater Grand Rapids, Janis Sny of Girl Scouts of America, Dianne Malburg from the HPV Vaccination Committee and Connie Nanny from Beaumont Health System's Cardiovascular Center

The goal is for students to understand how to prepare as freshmen in college for their dream jobs.

### What do recruiters look for?

Katie Balboa

Honors Senior Project

## Brooks College of Interdisciplinary Studies

Interviews with  
recruiters of liberal  
studies and women  
and gender studies

## Helpful Experiences and Backgrounds

- Certain certifications are required for hospital positions
- Have experiences related to the position you are interested in
- Show contributions to organizations
- Memberships are important
- Experience with volunteering or working with people
- Some colleges have better programs
- Have a good work ethic and integrity as well as a good personality

# BROOKS COLLEGE OF INTERDISCIPLINARY STUDIES



## *Getting the Job*

### Résumés: Contents and Pointers

- Strong GPA depending on position; relevance of major and how experiences are described for education administrators
- Job experience, education level, and volunteer with women and gender studies
- Watch for spelling and grammar errors—find a peer to proofread
- Don't be too brief
- Objectives unique to the position
- Cover letters are often mandatory for education administrators but not always read through with women and gender studies majors

### Interviews and Applications

- Know about the company you want to work with
- Dress to impress
- Look at basic requirements for the job
- Applications from career events, online job postings, career magazines, word of mouth, social media, Craig's list
- Education administrator interviews may have presentations but will also have phone calls, dinners and individual meetings
- Women and Gender Studies interviews can be up to a 3 month process with phone and in person interviews—possibly panel interviews



Image from World Congress

