



UNIVERSITY *of the* ROCKIESSM

FREQUENTLY ASKED QUESTIONS

Q. How can I stay connected with University of the Rockies and other alumni after I graduate?

Although we do not currently have an alumni association, we do have an alumni group. You automatically become a member of the alumni group upon graduation. We encourage members to network with other alumni via [Facebook](#) and [LinkedIn](#), where we have established Universities of the Rockies Alumni Groups. For more information about how to connect with alumni, you can email alumni@rockies.edu.

Quick Tips for Networking

What does “networking” really mean, and how do you use it to your advantage? Experts reveal how to make the most of YOUR network to land the job that you want.

[Read PDF](#)

Watch the Importance of Networking

[Video](#)

Q. How can current students meet with alumni to share their experiences and discuss potential job opportunities or career paths after graduation?

Joining the University of the Rockies Alumni Groups on LinkedIn and Facebook are great ways to connect with alumni. You can find alumni from your program and learn how they are putting their degrees to use every day. Creating a profile on LinkedIn or Facebook is free and will allow you to easily communicate with fellow University of the Rockies community members. If you need assistance, please contact alumni@rockies.edu.

Q. Will the University work with me to find a job when I graduate?

Whether you are a current student or alumnus, you can access self-directed career planning resources and job search tools on the University of the Rockies Career Services page (www.rockies.edu/home/careerservices.php). You can also email a Career Specialist at careerservices@rockies.edu to request personalized career advice and guidance. Please attach a rough draft of your resume and details of how we can be of assistance to you as you conduct your career planning.

Why Be LinkedIn?

In today’s social media world, learn how LinkedIn can offer you a critical tool for your job search.

[Video](#)





FREQUENTLY ASKED QUESTIONS

Q. Should I do an internship?

It depends on your situation. If time permits, internships are a great way to gain hands-on experience in a field related to the position you are seeking. Whether you complete an internship, part-time employment, or volunteer, the main purpose is to gain valuable experience related to the job/career you would like to obtain.

How Do You Get That Job?
Video

Q. How do I find an internship?

- I. Self-assessment (what are you qualified to do?)
- II. Company industry research
- III. Create marketing documents (resume/cover letters)
- IV. Network
- V. Internship search
- VI. Job search
- VII. Career Management

NOTE:

A practicum is different than an internship. If a practicum is required for your program, you will need to work with your Academic Advisor to identify an appropriate practicum site and complete the necessary steps to meet program requirements. You can find additional information in the practicum handbook that is specific to your program, found in the [Online Resource Center](#).

Q. Where can I learn more about Sport and Performance Psychology (SPP) and related jobs in my area?

The links below are provided for informational purposes only. University of the Rockies does not implicitly or explicitly endorse these sites (or the ideas and products that may be contained within) nor do we take any responsibility for the sites' content. Questions about the sites listed below should be addressed to each site's coordinator.

Professional Associations (SPP)

- American Board of Sport Psychology
- American College of Sports Medicine (ACSM)
- American Psychological Association
- American Psychological Association — Division 47
- Association for Applied Sport Psychology (AASP)
- International Society of Sport Psychology (ISSP)
- North American Society for Psychology of Sport and Physical Activity (NASPSA)

Additional SPP Resources

- Athletic Insight Online Journal
- Michigan State University Institute for the Study of Youth Sports (ISYS)
- PsychWatch - Sport Psychology
- University of North Texas Center for Sport Psychology and Performance Excellence
- American Psychological Association Psych Careers College Sports Jobs
- QuintCareers: What can I do with a degree in....?





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Q. How do I build a resume?

Resume Guidelines

- Collect and write down your experience from the past, and your post secondary education.
- Commonly used headers/titles on resumes:
Education, Experience, Activities, Professional Associations, Service, Skills, Research.
- Use Microsoft Word to create a resume, but do not use a template from Microsoft Word.
- Keep your resume one to two pages long and add a curriculum vitae, 2-4.
- Use keywords on your resume that are found in the industry you are seeking employment (Example: Profession: Teaching, Keywords: Design curriculum)
- Tailor the resume specifically to the position for which you are applying.
- Keep your formatting and font consistent.
- Ask another professional, friend, or career specialist to review your resume and double-check for proper spelling, grammar, and punctuation.
- Print your resume on neutral white paper.
- Include the most current information.
- Use exact numbers, percentages, and amounts of money to show specific, measurable results, when describing your experience and accomplishments (do not list your previous salaries).
- Leave out pronouns and begin each sentence with a verb (i.e., Managed, Researched, Coordinated, Assisted, etc.).
- Instead of repeating phrases like, “Duties included” or “Responsible for,” simply state what you actually did, starting each sentence with a verb.
- Keep an electronic version of your resume saved in MS Word and/or PDF so that you can use it to apply for positions online.
- Be sure to update your resume prior to applying to new positions, including your address, email, phone number, current employer, education, and other key information.

Watch
**Stand Out
Resumes
and
Make Your
Resume Pop**
Video





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FREQUENTLY ASKED QUESTIONS

Q. What can I do with my degree?

Are you wondering how to connect majors with careers? Below you'll find links to common career areas for specific fields of study.

*O*Net*

Research possible career titles and preferred education to obtain those careers at this site. Enter a keyword or career title in the Keyword or O*NET-SOC Code textbox. A list of necessary skills and minimum education requirements will display.

Occupational Outlook Handbook

The Occupational Outlook Handbook is a nationally-recognized source of career information, designed to provide valuable assistance to individuals making decisions about their professional lives. The Handbook is revised every two years.

Career Guide to Industries (CGI)

The Career Guide to Industries is a companion to the Occupational Outlook Handbook that provides information on careers from an occupational perspective.

Q. How do I prepare for a job interview?

- Know your skills, qualifications, and past experience.
- Be able to answer the most commonly asked interview questions, such as those found on this webpage: [Interview Questions](#).
- Schedule a Mock Interview with Career and Alumni Services.

Career and Alumni Services

University of the Rockies

www.rockies.edu

careerservices@rockies.edu



Q. What is my next step to become certified/licensed?

Each state has its own requirements for certifications/licensure, and these change depending on the occupation. Please confer with your individual state to obtain requirements.

- Social Worker – [Individual State Requirements](#)
- Teacher – [Individual State Requirements](#)
- Human Resource Professional (Optional Certification) – [HR Certification Institute](#)
- Professional Practice of Psychology – [Association of State and Provincial Psychology Boards](#)

