March 17, 2020

Dear AU Alumni,

Due to the Coronavirus and to protect the health of our Ashland University community, we are suspending face-to-face workshops, appointments and walk-in hours. The Career Services Team will continue to offer career support to all alumni during this time of transition. Our first priority is your health, safety and well-being.

Ashland University Career Services Center (CSC) is operating as normal via email and phone as well as virtually. We are prepared to offer our appointments, meetings, and workshops via virtual. We have enclosed our contact information as well as ways we can assist you individually. It is important for all students, graduates, alumni, faculty/staff and employers to be able to utilize our services while away from campus.

We are here for The Eagle Nation to assist you with your career journey! Please visit https://www.ashland.edu/covid-19 for additional University updates.

Warmest Regards,

Lenroy Jones, Executive Director
Ashland University Career Services Center
Alumni

CSC has online resources available for students and alumni looking for an internship, part-time or full-time job. We are still able to accommodate all of your needs such as Resume Reviews, Cover Letter and other Professional Communications, Part-time or Full-time Job and Internship Search, Mock interviews, Career Exploration/Uncided, Graduate or Professional School assistance or any other inquiry you may have.

Online Resources available to alumni

AU Career Connect Search & Apply for local and regional positions!

Alumni, Click here to create a profile
Would YOU hire you? Practice Interviewing. Anytime. Anywhere. All you need is a laptop/computer with a webcam or phone to start practicing. You are able to review your interview and/or share it with others for feedback.

Search job listings from all job boards and get contact info., including seeing where alumni are working and their current position.

Students & Alumni get connected with Alumni and friends for Career-Mentoring Advice!

A self-paced career guidance tool designed to help you discover & explore career options that match your interests, personality, values & skills.

Real-Time Internship and Job Matching. Find Your Perfect Fit. The NEO Talent Exchange uses a cutting-edge matching technology that pre-screens opportunities to find the right fit fast!
Search for jobs, salary information, company reviews, and interview questions.

MANGO is a free tool that coaches you through networking, starting with the outreach email.

Resumes and Cover Letter Assistance

Send to resumes and cover letters to: resume@ashland.edu
Resume Writing Guidebook
Cover letter Writing Guidebook

Cancellations

The following events are cancelled. Education majors can learn what districts are recruiting for the Spring, Summer and Fall of 2020. Contact CSC at cdcstaff@ashland.edu to learn how we can assist you in your job search! We can send the recruiter info to interested students with an approved resume and cover letter.

- Education Expo:
- TeachOhio2020
- Northeast Ohio Teacher Education Day (NOTED)

Social Media

Follow us on Social Media for any important announcements or updates.
Click on image - Like and follow!
CSC Staff and Liaison Contact Info

During this time, please reach out to staff who are broken into liaison teams to better meet your needs. The staff members will work with you to understand your specific needs and connect you to the person best suited to assist you in your career success.

Dauch College of Business & Economics and Student Exploring Majors and Career Pathways
Lenroy Jones, Executive Director
(e) ljones31@ashland.edu
Connect with Lenroy on LinkedIn

Dwight Schar College of Education
Dr. Sarah Lopienski, LPC, NCC, Career Specialist
(e) slopiens@ashland.edu
Connect with Sarah on LinkedIn

The College of Arts & Sciences
Staci Carnahan, Employers Relations Coordinator
(e) scarnah2@ashland.edu
Connect with Staci on LinkedIn

Christine Hamilton, Internship Coordinator
(e) chamil12@ashland.edu
Connect with Christine on LinkedIn

Dwight Schar College of Nursing & Health Sciences
Whitney Jones, Student Services Coordinator
(e) wjones3@ashland.edu
Connect with Whitney on LinkedIn

(office) 419-289-5064 | https://www.ashland.edu/career
Links to online resources

- **AU Career Connect** - Search for on-campus jobs and part-time and full-time jobs local and regional.

- **InterviewStream** - Practice your interview techniques and skills. Record your answers and you can replay it back or share it with others to provide feedback. Important to practice your elevator pitch! All you need is a computer or phone that has a webcam.
  [https://ashland.interviewstream.com/](https://ashland.interviewstream.com/)

- **Wisr** - An Ashland University community to connect with peers and alumni for career mentoring advice. Can connect with anyone in the system, no matter what their location is. Connections are secure and you do not share any personal contact info.
  [https://ashland.wisr.io/signup/](https://ashland.wisr.io/signup/)

- **CareerShift** - You can search for jobs across the U.S. and other countries. You can customize your search according to major, industry, location, etc.
  [https://www.careershift.com/?sc=ashland](https://www.careershift.com/?sc=ashland)

- **Eagle Exploration** - A self assessment that will provide you with results of jobs in your industry or field based upon your skills, knowledge, interest and major.
  [https://www.focus2career.com/Portal/Login.cfm?SID=682](https://www.focus2career.com/Portal/Login.cfm?SID=682)

- **NeoTalent Job Exchange** - Real-Time Internship and Job Matching. *Find Your Perfect Fit.*
  [https://www.noche.org/451](https://www.noche.org/451)

- **Mango** - MANGO is a free tool that coaches you through networking, starting with the outreach email.
  [https://mangoconnects.com/](https://mangoconnects.com/)

- **Glassdoor** - Search for jobs, salary information, company reviews, and interview questions.

- **Resume Writing Guidebook** - Review guidebook to see what to include on your resume and how to format it.
  [https://myau.ashland.edu/StudentServices/CareerServices/Documents/Resume%20Writing%20Guide.pdf](https://myau.ashland.edu/StudentServices/CareerServices/Documents/Resume%20Writing%20Guide.pdf)

- **Cover Letter Writing Guidebook** - Review guidebook to create/update cover letter.
  [https://myau.ashland.edu/StudentServices/CareerServices/Documents/Cover%20Letter%20Writing%20Guide.pdf](https://myau.ashland.edu/StudentServices/CareerServices/Documents/Cover%20Letter%20Writing%20Guide.pdf)
Career Services Center Contact Information

cdcstaff@ashland.edu

www.ashland.edu/career

419.289.5064

Questions, Request an appointment, or need assistance

All questions, inquiries or request appointments: Email cdcstaff@ashland.edu