



ATHENS STATE

U N I V E R S I T Y

Making the most out of COVID-19

Career Development Center | athens.edu/career | careerdevelopmentcenter@athens.edu



Remember...



- Your professors, advisors, and student services staff are all experiencing this together. They are all working very hard to make sure there is a seamless transition to online learning.
- Make the most out of this time at home in the healthiest and smartest way possible!
- The following slides will discuss some self-care techniques and other resources you can use to make the most out of this downtime.

Practice Self-Care



This is the perfect time to practice self care and take control of your mental health. It is important to make sure you are not staying cooped up inside your house binging on all the great Netflix series!

Easy self-care tips:

- meditate
- pray
- read a book
- listen to a podcast
- reconnect with family and friends virtually
- go for a walk
- spend time with pets
- complete projects that you enjoy

Smartphone Apps



- **Breath2Relax** - portable stress management tool which provides detailed information on the effects of stress on the body and instructions and practice exercises to help users learn the stress management skill called diaphragmatic breathing.
- **Intellicare** - suite of apps that each provide different strategies intended to address depression and anxiety. Each app provides skills from a single evidence-based strategy drawing from cognitive-behavioral therapy and/or positive psychology.
- **Insight Timer** -online community for meditation. Insight Timer features guided meditations, music and talks posted by contributing experts.

Resources



- Local HELpline: 256-716-1000
- Anxiety and Depression Association of America (ADAA): 240-485-1001
- Children and Adults with Attention - Deficit/Hyperactivity Disorder (CHADD): 800-233-4050
- Depression and Bipolar Support Alliance (DBSA) : 800-826-3632
- International OCD Foundation: 617-973-5801
- Sidran Institute: 410-825-8888
- [Student Resource Directory](#)
- [Active Minds Helpful Tips and Hopeful Information Guide](#)

Virtual Tutoring



Make your coursework your #1 priority. Try your best to finish this semester strong despite the current circumstances. If you need help, reach out to one of the university's learning labs.

Accounting & Stats Lab -

<https://www.athens.edu/business/lab-information/>

Graduate Tutoring -

<https://www.athens.edu/writingcenter/graduate-tutoring/>

Mathematical, Computer and Natural Sciences Learning Lab –

<https://athens.mywconline.com/>

Writing Center - <https://www.athens.edu/writingcenter/>

Update your Resume



No matter where you are in your education or job search, it's always a good idea to update your resume!

Quick and easy ways to update and improve your resume:

- Update contact information
- Include your skills, better yet write a Professional Summary!
- Is your education section current? Correct graduation date, and club information should be included
- Is your current job on your resume? Are your job duties in the correct verb tense? Are the dates correct, what about job titles?
- Do you have volunteer work? Make sure it's no older than 5 years.
- Are your references on your resume? They shouldn't be! Put your 3-5 Professional References on a separate page.

Resources

[Resume Samples](#)

[Writing a Professional Summary](#)

[Action Verbs](#)

[Resume Tips That Will Get You Hired](#)

[Resume Writing Tips for 2020](#)



Clean up your Social Media

Get Your Facebook Profile Job Search Ready

33%

of employers use Facebook to find job candidates. So, even if your Facebook profile is "private," cleaning it up before job searching is still a good idea.



DELETE PARTY PHOTOS

Any photos that show you participating in questionable or illegal activities, including photos, tagged photos, status updates, or mentions should be removed from your page.



DELETE INAPPROPRIATE COVER PHOTOS

Simply put, take them down. Employers appreciate professional modesty and look for proof that candidates conduct themselves in everyday life with a dignity appropriate to the work environment. Cover photos are not private on your account and will make or break your first impression.



DELETE STATUS UPDATES

Remove anything personal that you don't want your future employers to know about you. This includes deleting mentions portraying your current or previous employers in a bad light.



UPDATE FRIENDS LIST

Remove anyone you don't know, don't associate with anymore, or who frequently tags you in unprofessional photos or tags. You do not want that person's inappropriateness to affect your job search.



EXTRA TIP:

It's a good idea to also clean up your profile information when job searching. Changing your about me and quotes section to reflect your best written cover letter will help you attract recruiters, not turn them away. Including links to your LinkedIn profile and digital portfolio is also a good idea.

How to clean up your social media before a job search



Create a LinkedIn Account

Creating a better LinkedIn Profile

Handshake



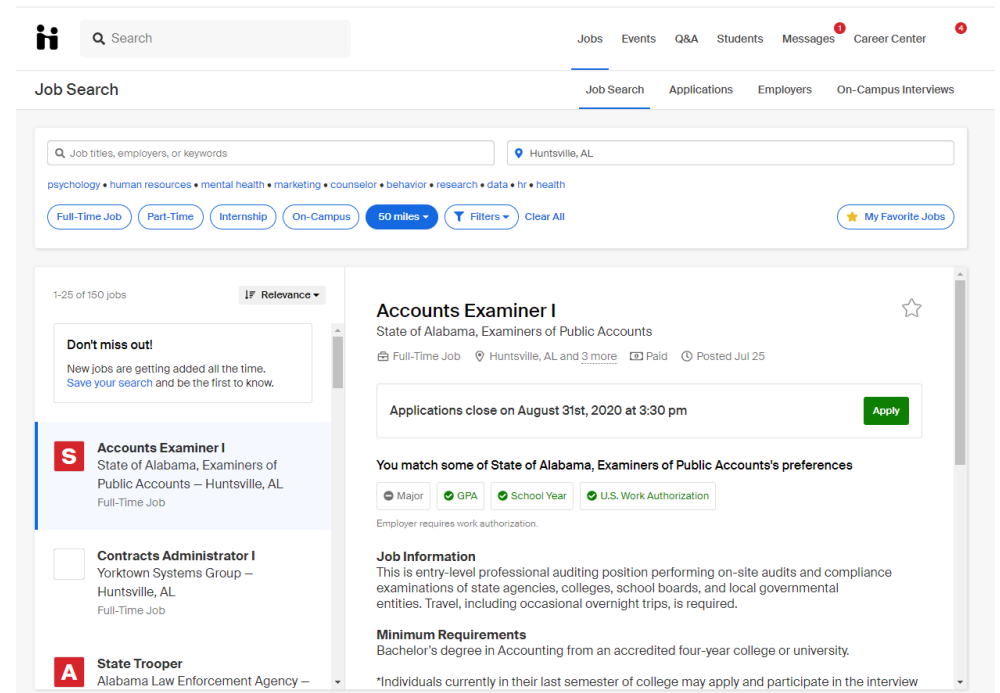
What is Handshake? Handshake is the ultimate career network and recruiting platform for college students and young alumni.

All students have an account, you just need to activate and complete your profile!

<https://athens.joinhandshake.com/login>



Complete your Profile and add a professional looking picture



In these difficult and challenging times, companies more than ever are relying on technology. Whether it is Zoom, Skype, or other platforms, students must now adapt to the “new normal”.

Top 10 Tips for Virtual Interviewing

1. Download the specific program you'll be using so that your 100% ready. Don't wait 10 minutes before the interview to set up a Skype account or download Zoom.
2. Set up a quiet area without distractions. Shut windows, clear clutter behind you, silence your phone, etc.
3. Check your lighting. Natural light is best.

Virtual Interviewing



4. Set your webcam up at eye level and make eye contact.
5. Come prepared. Be an active listener.
6. Test out your equipment. Make sure everything is working.
7. Audio is king. Speak slowly and clearly.
8. Double check the time and time zone. You don't want to miss the call from a time zone mix-up.
9. Dress professionally!
10. Send a thank you note afterwards!

About the CDC...



Career Development Center

- The Career Development Center provides assistance to Athens State students and Alumni in career planning, development and job seeking strategies. The department serves as a major link between students/Alumni and potential employers. We are here to assist students in identifying and fulfilling their future goals and aspirations.
- Students receive support in creating professional documents (resumes, cover letters, and social media profiles) and learning effective interview and job search techniques.
- Please email Careerdevelopmentcenter@athens.edu to request an appointment. Appointments can be completed over the phone or virtually through Zoom.

About the CDC...



Accessibility Services

Accessibility Services is committed to providing students with physical, psychological, and learning disabilities equal access to Athens State University. The office aims to remove social and environmental barriers by working collaboratively with students, faculty, staff and the community. To achieve this goal, reasonable academic accommodations, assistive technology, and support services are utilized.

Please email Juliana.Hunt@athens.edu or call 256-233-8143 to get started. We are able to complete new student paperwork over the phone or virtually through Zoom.

Counseling Services

During these difficult times, it is so important to be able to stay connected. Did you know that our mental health counselor, Lisa Philippart, LPC is a Board Certified Tele-Mental Health Provider? This means she can provide confidential online counseling services free to staff, students, and faculty. Nothing to download and no profile to create.

For more information or to sign up for a session, email Lisa.Philippart@athens.edu or call 256-233-8144. Lisa is here each week every Tuesday & Wednesday, 8:00 am – 4:30 pm.

Make an Appointment



*Career Development is here to help you!
We can assist you by email, over the phone or via video conference.*

Michael Radden, Director of Career Development
Michael.radden@athens.edu | 256.233.8146

Laura A. Allen, Coordinator of Student Career Programs
Laura.allen@athens.edu | 256.384.6476

Juliana Hunt, Accessibility Specialist
Juliana.hunt@athens.edu | 256.233.8143

Lisa Philippart, Licensed Professional Counselor
Lisa.philippart@athens.edu | 256.233.8144