

2026–2027



# Career Guide

# We grow people **BIG and small.**™



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### Why **Celebree School?**

- Work with infants - school age children
- Full time & part time opportunities
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### Why **Caliday School Age Programs?**

- Work with Kindergarten - 5th Grade students before & after school
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you can  
**GROW** your  
future with  
us today!

### Our teams experience:

- Competitive salaries
- Career pathways & next position preparation
- Field experience & free trainings
- Excellent benefits
- A comprehensive educator's EAP



It's never too early to start thinking about the future. Find your passion and gain a competitive edge.



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**TOWSON.EDU/CAREERCENTER**



# CAREER COMMUNITIES

Career communities at Towson University are collaborators working to help individuals explore and develop their career paths. We emphasize the importance of career-ready skills and coordinate targeted resources and events tailored to specific industries.

Each career community has designated staff focusing on career coaching and external relationships that support advising and programming through shared partnerships to maximize employment options, experiential learning opportunities and career education for TU students.

## CAREER COMMUNITIES ACTIVELY SUPPORT YOU TO:

- learn about your industry of choice and set related academic and career goals
- connect with internships and other experiential opportunities to explore career options
- build specific career-ready skills to understand, develop and articulate individual strengths and skills
- build relationships with faculty, staff, alumni and employers



Follow Handshake Career Community Collections to find jobs, events, fairs and employer opportunities.

## Career Communities include:



**Business & Economics**



**Education**



**Exploration**



**Health & Wellness**



**Liberal Arts**



**Media, Arts & Communication (MAC)**



**Science, Technology, Engineering & Math (STEM)**



Learn more about  
Career communities.

# CAREER-READY SKILLS

Employers want you...to be career ready. Sounds obvious, but what does that really mean? Beyond developing course-based knowledge in your field of study and earning a solid GPA, employers want to know you'll be able to perform on the job. Regardless of industry or job function, organizations are demanding a common set of career-ready skills from college students and recent graduates, including:



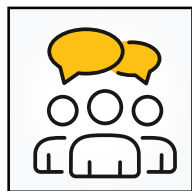
## CAREER & SELF-DEVELOPMENT

Proactively develop oneself and one's career through continual personal and professional learning, awareness of strengths and weaknesses, navigation of career opportunities and networking to build meaningful relationships.



## LEADERSHIP

Recognize and capitalize on personal and team strengths to achieve organizational goals.



## COMMUNICATION

Clearly and effectively exchange information, ideas, facts and perspectives with persons inside and outside of an organization.



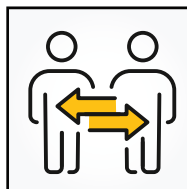
## PROFESSIONALISM

Acknowledge that work environments differ greatly, understand and demonstrate effective work habits and act in the interest of the larger community and workplace.



## CRITICAL THINKING

Identify and respond to needs based upon an understanding of situational context and logical analysis of relevant information.



## TEAMWORK

Build and maintain collaborative relationships to work effectively toward common goals while appreciating diverse viewpoints and shared responsibilities.



## EQUITY & INCLUSION

Demonstrate the awareness, attitude, knowledge and skills required to equitably engage and include people from different local and global cultures. Engage in anti-racist practices that actively challenge systems, structures and policies of racism.



## TECHNOLOGY

Understand and leverage technologies ethically to enhance efficiencies, complete tasks and accomplish goals.



Learn how to develop and talk about career-ready skills.

Support  
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in our Career Guide!



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# CAREER CENTER



# CAREER PLANNING & RESOURCES

Our comprehensive range of free career services offer support in developing your personal career plan, including the following:

## **CAREER RESOURCES BY MAJOR**

Explore our robust collection of career information that will help you start figuring out what you can do with your major.

## **CAREER ROADMAPS BY YEAR**

Navigating all your options can be overwhelming. It's never too early to start. Our career roadmaps offer various starting points and ideas on how to prioritize your goals.

## **IDENTITY-BASED CAREER RESOURCES**

No matter who you are, how you identify or what you need, we provide career advice and resources to help you achieve success.

## **APPLYING TO GRADUATE SCHOOL**

If you are thinking of graduate study, learn more about choosing a graduate program, the application process, when to get started and more.



Explore career  
planning & resources.



# MAJOR/CAREER EXPLORATION

The Exploration Career Community provides students with opportunities and resources to explore their career options while also helping students find majors and careers that align with their skills, interests and values.

If you feel unsure about where to start, or you have an idea but are not 100% sure, that is okay. Studies show 80% of college students change their major at least once, and you have an opportunity to find something at which you excel and enjoy. Handshake and Focus2 are key tools and resources to assist in your major and career exploration.



Start exploring majors and careers online.

## *Handshake*

If you feel unsure or need direction on deciding a major or career, schedule a major/career exploration appointment with your career coach in Handshake.

---

## *Focus<sup>2</sup>*

Focus 2 is a comprehensive career planning tool that helps college students explore their interests, skills and values to identify potential career paths and academic majors.

Log in to Focus 2 to take free personal and career assessments.





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# Smokey Bear is within us all.

For wildfire prevention tips, visit [SmokeyBear.com](http://SmokeyBear.com)





# RESUMES & COVER LETTERS

## Resumes

A resume is a concise document that summarizes your professional background, including your work experience, education, skills and achievements. The purpose of a resume is to provide a snapshot of your qualifications to potential employers. When you apply for internships and jobs, you will need a resume. Preparing a quality, effective resume requires thought, time and effort.

Check out our resume resources to assist you through the process of writing a resume:

- Resume Outline and Checklist
- Resume Power Verbs
- Writing a Resume Bullet Point



**Looking for inspiration?**  
Check out our resume handouts  
and sample resumes!

“My resume helped me land an internship at the National Air and Space Museum, where I worked directly with the CFO.”

– Robert T.,  
history major / economics minor

## Cover Letters

The purpose of a good cover letter is to make a positive first impression, provide a writing sample and inspire the employer to invite you to an interview.

Before you begin writing a cover letter, you should review the job or internship posting and identify how your skills and experiences line up with those listed in the position.

A cover letter should be targeted and make clear why you are interested in the position and what value you can bring to the organization.

Scan the QR code on page 10 to access a sample and additional resources to help you outline your cover letter.





# EXPRESS HOURS

## Need a quick resume or cover letter review?

Get a quick 15-minute resume or cover letter review by visiting the Career Center (UU 225) during fall or spring semesters. Express Hours are available as follows:

- In-person drop-in meetings (UU 225)
- Virtual appointments



Schedule virtual appointments in advance through Handshake.

### GET YOUR RESUME AND COVER LETTER REVIEWED DURING EXPRESS HOURS.

Get a quick 15-minute resume or cover letter review by visiting the Career Center (UU 225) during the semester Monday through Friday from 11 a.m. to 4:45 p.m. or schedule a virtual appointment on Handshake.

# CAREER CENTER PROGRAMMING

Are you looking to expand your network, enhance your career-ready skills and discover job/internship opportunities? Participating in Career Center programming is the perfect way to achieve your goals.

With workshops, job fairs, networking events and information sessions, students can explore career paths while receiving guidance from experienced professionals. From resume writing workshops to firsthand insights from employers, these programming opportunities provide the tools and experiences you need to thrive in the professional world.

Log in to Handshake and go to the events tab to register for career programming opportunities.





The Career Center is located in the University Union, UU 225.

**Hours:**

Monday–Friday, 8 a.m.–5 p.m.

# APPOINTMENTS

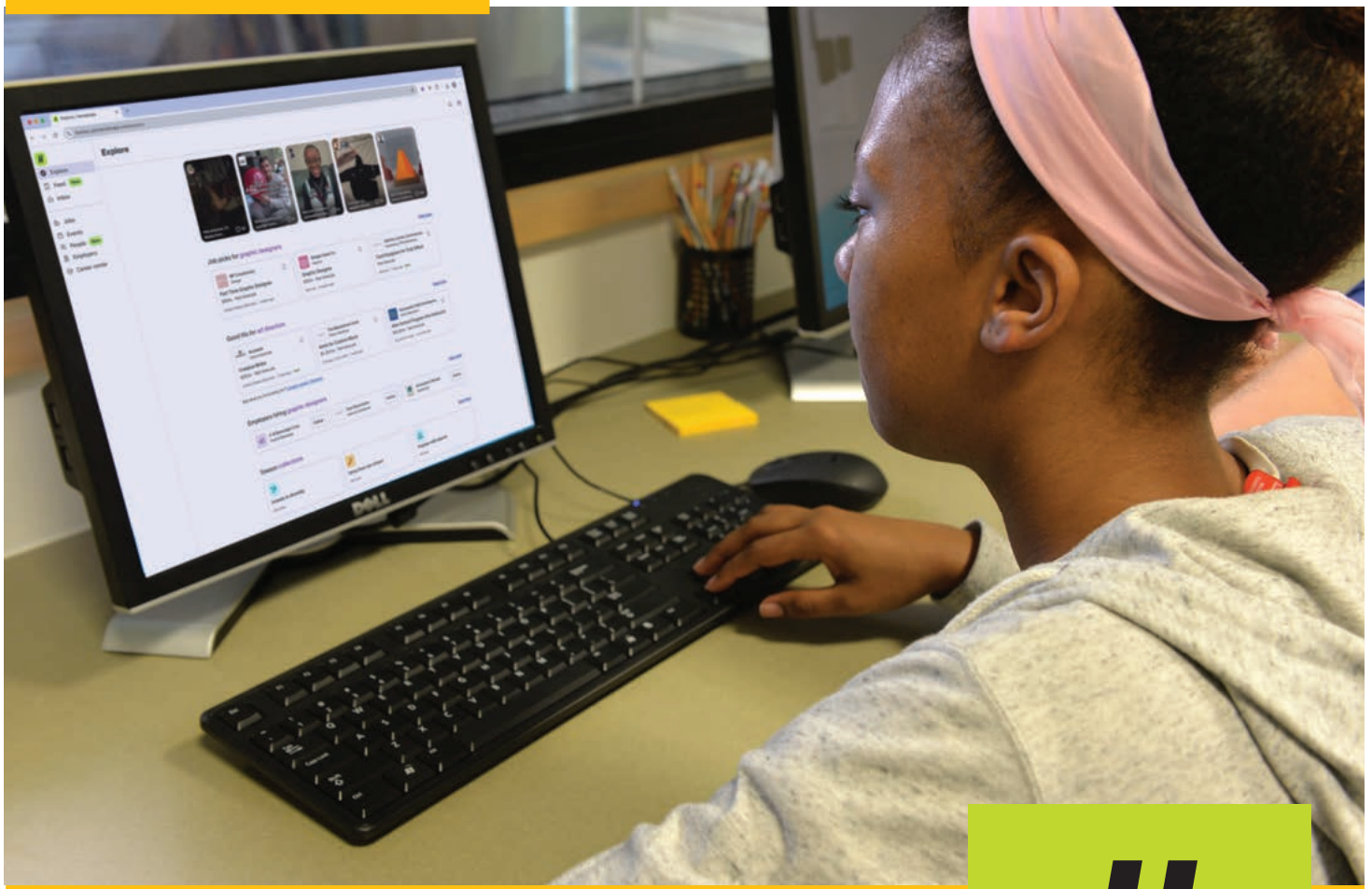
## Setting a Path for Success

Our career coaches can assist you with writing resumes or cover letters, finding internships, developing job search strategies and practicing interview skills. Career coaches can also help you with establishing career goals, interpreting career-related assessments, making career decisions and furthering your career development.

- Resumes and cover letters
- Job and internship search strategies
- On-campus student employment
- Networking and interview skills
- Major/career exploration
- Assessment-based coaching
- Graduate school application process
- Salary negotiation



Schedule an In-person or virtual appointment on Handshake by going to Career Center > Appointments.



# HANDSHAKE

Handshake is the No. 1 way  
TU students find jobs.

Log on to Handshake today and get recruited by the top employers for full-time and part-time jobs and internships.

## WHY SHOULD YOU USE HANDSHAKE?

- **Get hired.** Discover and land jobs and internships.
- **Get discovered.** Receive messages from employers that want to hire you.
- **Get connected.** Connect with employers and learn more about their company.
- **Get expert help.** Find assistance in everything from registering to attend a job fair or event to scheduling an appointment with your career coach.



Log in to  
Handshake.



# INTERNSHIPS

An internship is a temporary position that provides practical work experience in a specific field. Students who graduate with internship experiences are more likely than students without those experiences to find employment upon graduation.

Internships can be completed while students are on winter or summer break and during the academic semester. Some opportunities can be completed for course credit. The earlier you start gaining experience, the better.

We have plenty of resources for helping you find an internship and maximizing your experiential learning including:

- Searching, applying and interviewing for internships
- Short-term experiences
- On-campus internships
- Internships abroad



Learn more  
about Internships.



## *Handshake*



Start searching for internship opportunities in Handshake.

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Schedule an internship search strategies appointment with your career coach (page 14).

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## Forage



Learn directly from leading companies and gain valuable career skills by completing virtual, short-term work experience programs on Forage.



# JOB SHADOWING PROGRAM

## Job Shadowing: Tigers Behind the Scenes

Interested in learning more about industries and job roles related to your major? Job Shadowing: Tigers Behind the Scenes provides students the opportunity to spend a full day observing a professional in a career field, offering valuable insights into potential career paths.



Learn more about  
Job Shadowing.

For students considering the job shadowing program, my advice would be to approach the experience with genuine curiosity, active engagement and a proactive mindset.

—Wynter B.,  
sociology-anthropology major,  
job shadowing participant

# TIGER MENTOR NETWORK

Are you looking for a mentor? A mentor is a trusted adviser and guide who shares their experience and knowledge to help you navigate your professional journey. The Tiger Mentor Network will connect you with TU alumni who can offer relevant career advice while helping you build your professional network.

When you join, you will be able to:

- Connect with TU alumni in various industries
- Establish mentor relationships with TU alumni

Your relationship with your mentor can be as connected as you'd like. Ask a quick question over email, talk on the phone or meet virtually/in-person for a career conversation. Or you may even develop a longer-term, more formal mentor connection.



Find your  
mentor.



# ON-CAMPUS JOBS

Each year, thousands of TU students work on campus in almost every department in a variety of roles. Student employees help the university run smoothly, gain skills that will help them in their future professional positions, finance their education and enhance their overall college experience. On-campus jobs are competitive. Some jobs require that you be a federal work-study recipient, while others are open to all eligible candidates. We encourage students to reach out to the Career Center for help navigating the application process.

## Search

Search for on-campus jobs on Handshake by going to the jobs tab and filtering by “On Campus Student Employment.” Graduate assistant positions can be found by filtering by “Graduate School.”

## Schedule

Schedule an on-campus student employment appointment in Handshake.



Begin your search.

# DESIGNING YOUR CAREER PLAN (EDUC 121)

Designing Your Career Plan (EDUC 121) is a two-credit, elective course designed to teach students the process of decision-making and the application of this process to career and life choices. This course is offered in the fall, minimester, spring and summer semesters in both online asynchronous and hybrid sections.

## WHY TAKE EDUC 121?

- To assist you in selecting a major
- To help you develop a sense of career directionality and confidence
- To link a choice of major with possible career options
- To improve your awareness of the world of work and the requirements and strategies for success
- To improve your decision-making skills and confidence
- To take action toward achieving satisfactory life planning in the context of a decision-making format
- To earn two elective credits toward your degree

Take EDUC 121 abroad in Barcelona, Spain during TU Spring Break!



Learn more about  
EDUC 121.





# FINDING A JOB

Searching for a job can be a time-consuming process. Before you begin applying, you need to have an idea about what you are looking for. You must know yourself—your skills, interests and abilities and how you would like to use them in a career.

You should also attend job fairs to grow your professional network, conduct research on employers and the career fields that interest you and consider leveraging AI during the job search process.

When you begin to apply for jobs, you will need targeted resumes and cover letters. For guidance, read about job search skills or go to Express Hours for a resume or cover letter review (page 12).

## Search



Search for international jobs and internships via GoInGlobal.



Find a job.

# Handshake



Log in to Handshake to start searching for on-campus (page 15), part-time and full-time jobs.

---

Schedule a job search strategies appointment with your career coach (page 14).





# FINANCIAL WELL-BEING

Financial well-being resources include financial coaching, workshops and events that provide students with invaluable tools and personalized guidance to navigate their personal finances confidently.

## TOPICS INCLUDE:

- Budgeting and financial planning
- Saving and investing
- Credit and debt
- Student loans
- Salary negotiation
- Understanding employer benefits
- Life after graduation

By building strong financial habits early, students can set themselves up for long-term stability and success.



Learn more about financial well-being.



**CashCourse** is a free tool covering budgeting, credit, debt, and loans

(Enter code: 8607).



# INTERVIEWING

Interviewing is a skill that takes thoughtful preparation and lots of practice.

Before your interview, you should be knowledgeable about the position, the organization and the industry and feel confident in your ability to sell yourself to the employer. In addition, it is important to remember that first impressions count. Make sure you dress professionally (page 27).

Interviewing resources on the following topics are provided to help you prepare for the interview process:

- Frequently asked interview questions
- How to talk about your strengths
- Interview preparation and following up
- Sample thank you letter

Schedule a mock interview/ interview skills appointment with your career coach (page 14).



Have an interview coming up? Practice your interview skills with Big Interview.



Learn about interviewing resources.



# LINKEDIN PHOTO BOOTH

Make a good impression on your LinkedIn, Handshake and social media profiles with a free profile photo.

Take a professional headshot of yourself using our LinkedIn Photo Booth.

- Self-service photo booth with unlimited retakes
- Digital photos delivered instantly
- Easy-to-use editing tools deliver crisp, clean images every time

It is available at the Career Center (UU 225) Monday through Friday from 11 a.m. to 4:45 p.m.

Don't forget to bring/wear your professional attire. We also have the SuiTUp Professional Attire Closet available for students to access professional attire.



# SUITUP

The free SuiTUp Professional Attire Closet is available to all students in need of clothing for professional purposes—interviews, job fairs, networking events, etc. The closet contains suits, jackets, shirts, pants, skirts, dresses, ties and other accessories. There are gently used items available that students can keep as well as newly purchased items available to borrow for up to 14 calendar days.



How do I access SuiTUp?  
Schedule a time to shop  
the closet by making an  
appointment on Handshake.





# CONNECT WITH US

Our expert staff is caring, inspiring and committed to your success and career goals. We give you the confidence, resources and skills to obtain a rewarding job after graduation by connecting you to employers who want to hire TU students.

## CONTACT INFORMATION



Career Center  
University Union 225  
8000 York Road, Towson, MD 21252

**Hours:** Monday–Friday, 8 a.m.–5 p.m.

**Phone:** 410-704-2233

**Email:** [careercenter@towson.edu](mailto:careercenter@towson.edu)

 [towson.edu/careercenter](https://towson.edu/careercenter)

 [instagram.com/tucareercenter/](https://www.instagram.com/tucareercenter/)

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5 locations in Montgomery County

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- \* Competitive Wages
- \* Long Term Growth and Opportunities
- \* Guidance and Mentorship from Tenured Staff Members
- \* Health Benefits
- \* PTO and Holiday Pay
- \* Free Professional Development
- \* Full & Part Time Positions

### Positions Available

- \* MSDE Certified Preschool/PreK Teachers
- \* Infant/Toddler Teachers
- \* School-Age Teachers
- \* Assistants/Aides
- \* Substitutes
- \* Internships

MSDE Accredited Program  
Maryland EXCELS Quality Rated Level 5



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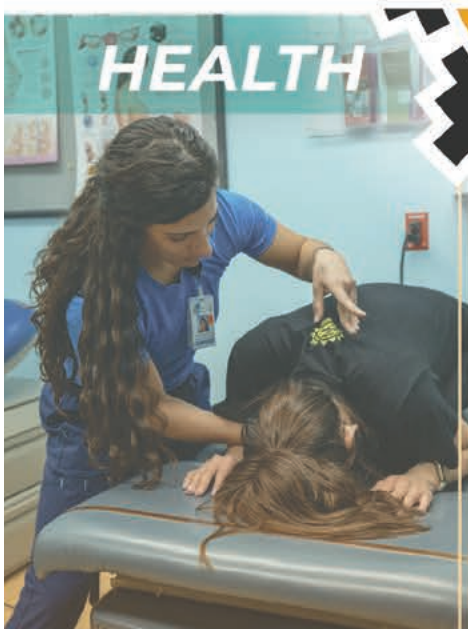
To provide superior and compassionate healthcare to our community by raising the level of health, Hózhó and quality of life.



# FORT DEFIANCE INDIAN HOSPITAL BOARD, INC.

Fort Defiance, Arizona  
Navajo Nation

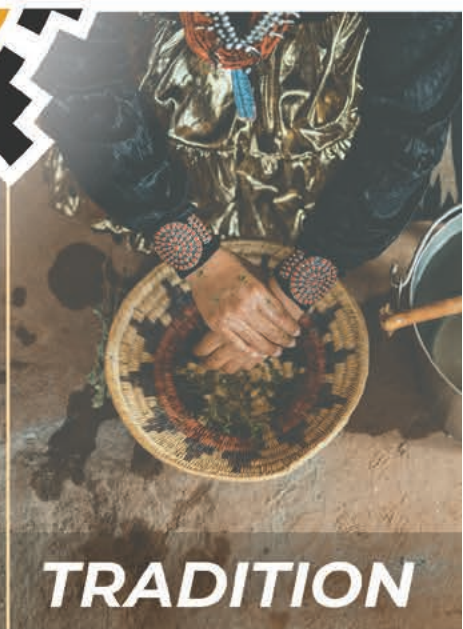
**HEALTH**



**WELLNESS**



**TRADITION**



**Ophelia Anthony**  
Medical Recruiter  
928.729.8117

**Cynthia Morris**  
Nurse Recruiter  
928.729.8429

Fort Defiance Indian Hospital Board, Inc. mission is to provide superior and compassionate healthcare to our community by raising the level of health, Hózhó and quality of life.



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