WHAT IS THE MY CAREER: CAREER AND PROFESSIONAL DEVELOPMENT CENTER?

Ashford’s My Career: Career and Professional Development Center is a new online career resource for students and alumni accessible 24/7 via the student portal. There are self-guided resources for all phases of career planning.

My Career allows you to:

- Build or upload a resume and have it professionally critiqued before applying for jobs
- Access job search and professional development videos, web links, and resource handouts including sample resumes and cover-letters
- Search job opportunities posted by employers who are specifically seeking AU students and alumni
- Request a coaching appointment with a Career Services Specialist
- Participate in a virtual mock interview to prepare for those tough questions and receive feedback
- Utilize a personalized career plan
- Connect with other Ashford University students, alumni, staff and potential employers by participating in community discussion boards and live chats
- Register for upcoming webinars and events
- Access customized content such as college-specific and Military resources

HOW DO I ACCESS MY CAREER: CAREER AND PROFESSIONAL DEVELOPMENT CENTER?

You can access My Career through your Ashford University Student Portal:

1. Log into your AU Student Portal
2. Locate the Career and Alumni Services section (see career image)
3. Click on the My Career: Career and Professional Development Center link

HOW CAN I USE MY CAREER TO LEARN MORE ABOUT CAREER OPTIONS?

Your degree can help open up a variety of career opportunities. To understand what types of careers are available to you, it is strongly recommend that you conduct industry and company research and gain practical experience either through volunteer or internship experience.

Visit the Resources tab in My Career for links to career planning tools that will allow you to conduct career exploration. Also, a Career Services Specialist can further assist you with career planning.

HOW DO I GET MY RESUME REVIEWED?

In order to have your resume reviewed, you must upload it to My Career and submit it for approval. Once we receive your resume, we will review it and communicate via phone or email if your document is approved or needs changes to be approved.
**MY CAREER FAQ**  
**FOR STUDENTS & ALUMNI**

**HOW DO I UPLOAD OR BUILD A RESUME IN MY CAREER?**
Microsoft Word is one of the best programs to use when creating a resume. However, if you prefer to use a tool, you can utilize the resume builder in *My Career* by clicking on **Documents** tab.

- To build a resume: Click on **Resume Builder**
- To upload an existing resume: Click on **Upload Resume**

**HOW DO I KNOW WHEN MY RESUME IS APPROVED?**
Once you have submitted your resume for approval in *My Career*, we will review it and communicate via phone or email if your document is approved or needs changes to be approved. You can always check the approval status for documents in *My Career* by going to the **Documents** tab.

**HOW LONG WILL IT TAKE TO HEAR BACK FROM A CAREER SERVICES SPECIALIST?**
We try to respond to all inquiries within 72 business hours. For additional questions or to request career guidance and job search assistance from a Career Services Specialist, please contact the appointment line at 866.974.5700 ext. 20057 or email careerservices@ashford.edu.

**HOW DO I SEARCH FOR AND APPLY TO JOB POSTINGS IN MY CAREER?**
Through *My Career*, you may access jobs posted by employers seeking to hire Ashford students and alumni. If you are interested in applying for these opportunities visit the **Jobs** tab. In order to view application details for *My Career* job postings, you must have an approved resume in the system.

If you are interested in being employed by Ashford University, visit Ashford University’s Human Resource page: http://careers.ashford.edu

**HOW CAN I UTILIZE MY CAREER TO PREPARE FOR AN INTERVIEW?**
In *My Career*, there are many resources available to help you prepare for interviews. Click on the **Resources** tab and go to the **Interview** section.

- If you would like to participate in a Mock Interview with a Career Services professional, please call us to schedule an appointment. Contact the appointment line at 866.974.5700 ext. 20057 or email careerservices@ashford.edu.
- If you would like to practice interviewing on your own schedule you may do so virtually. Click on the **Interview Prep** button to use the **Optimal Interview** tool.

**WHERE CAN I FIND INFORMATION AND RSVP FOR UPCOMING EVENTS?**
(Webinars, Alumni Events, Employer Events, etc.)
Career and Alumni Services hosts events featuring a wide range of employers and guest speakers for Ashford students and alumni. Upcoming events are featured on your *My Career* home page. You may also click on the **Events** tab to view and RSVP for all events.
**MY CAREER FAQ**
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**HOW CAN I BUILD MY NETWORK AND CONNECT WITH MY PEERS?**
Within *My Career*, you can connect with other students and alumni as well as employers by visiting the *Connect* tab and creating a profile. Here, they can read relevant articles, engage in community discussions and participate in chat rooms facilitated by Career Services. You can also connect through Ashford’s [LinkedIn](https://www.linkedin.com) and [Facebook](https://www.facebook.com) pages.

**WHERE CAN I FIND INFORMATION ABOUT THE TEACHER CERTIFICATION PROCESS?**
In *My Career*, go to the *Resources* tab and click on the *Future Educator* section. Here you will find more information about completing your Teacher Certification Action Plan (TCAP) with assistance from your University Advisor/Student Advisor and your Career Services Specialist.

This plan outlines tasks to help you conduct research about the certification process in your state. If you have done all of the things listed on your TCAP and you are still feeling unsure or need more guidance, please contact your Student Advisor and request that he/she schedule an individual appointment with a Career Services College of Education Liaison.

**ARE THERE RESOURCES SPECIFICALLY FOR MILITARY STUDENTS OR VETERANS?**
In *My Career*, go to the *Resources* tab and click on the *Military* section. In addition click on the *Connect* tab to participate in the *Military Affiliated Students & Alumni* community.

**HOW LONG DO I HAVE ACCESS TO MY CAREER?**
Currently, this site is available to all active degree-seeking students and alumni.

**IS LIVE CAREER SUPPORT AVAILABLE OUTSIDE OF THE MY CAREER SITE?**
If you need additional help beyond the self-directed resources and tools on *My Career*, call the appointment line at 866.974.5700 ext. 20057 or email careerservices@ashford.edu to request career guidance and job search assistance.
Please be prepared to:
- Send a rough draft of your resume
- Tell us briefly what your goals are and how we can help you plan your career

**WHO CAN I CONTACT FOR TECHNICAL ASSISTANCE WITH MY CAREER?**
If you need technical support, please contact careerservices@ashford.edu by email and include your complete name, student ID, and issue you are experiencing. If you need immediate assistance, please call 866.974.5700 ext. 20057.

Career Services abides by the principles of professional conduct set forth by the National Association of Colleges and Employers ([NACE](https://www.naceweb.org)). The University’s courses, programs and services are designed to prepare students and graduates for further study or to pursue employment in their field of study or related field; however, the University does not guarantee that students or graduates will be placed in any particular position or employment. Any statistics referenced on its website and attributed to a source other than the University have not been independently verified by the University.