

# CAREER SERVICES

*Start Building  
Your Career Now!*



**Marshall B.  
KETCHUM UNIVERSITY**  
Enrollment and Student Services



## **CAREER SERVICES**

*Online Job Board at [jobs.ketchum.edu](https://jobs.ketchum.edu)*

The Career Resource Center (CRC) is a free online dashboard for employment assistance. You can apply the insights from our resume review service to highlight and refine the strengths of your CV, and can benefit from career-related content, advice, and coaching tailored to your skills and experience.

The CRC also hosts an online job board where you can search hundreds of open full-time, part-time, and fill-in positions nationwide. You can even upload and build resumes and cover letters, and then apply for jobs directly through the site.



## **ON DEMAND CAREER/JOB SEARCH RESOURCES**

*Student Achievement Center Moodle Course*  
<https://moodle.ketchum.edu/>

All MBKU students are automatically enrolled in the Student Achievement Center (SAC) Moodle Course where you can navigate a wealth of professional development resources, including informational articles, recorded seminars, and illustrative job application models.

- Resume and cover letter examples and best practices
- Assortment of professional correspondence templates
- Career prep guides
- Field-specific job boards
- Articles and other information regarding entrepreneurship and professional careers



## **CAREER 101 ONLINE SEMINAR SERIES**

You can refine your career readiness skills at your own pace and according to your specific needs with the Online Seminar Series, a collection of videos and resources available through the SAC Moodle Course. Here are just a few options you can choose from:

- Resumes & CVs
- The Lost Art of the Cover Letter
- Building & Maintaining a Professional Brand
- More Than Just Autocorrect: Communication for Professionals
- Common Networking Mistakes & How to Avoid Them
- How to Nail the Interview
- Negotiating Your Worth

# MBKU CAREER SYMPOSIUM

Every summer, MBKU hosts its annual Career Symposium, an event that serves as a terrific opportunity for students to make significant professional connections and broaden their career skills. The symposium is centered around a relevant and innovative keynote workshop, and includes a catered reception where community professionals, alumni, faculty, and staff join attendees for networking and connection.

You can stay informed on the Career Symposium and the many other events, activities, and opportunities that University Student Affairs offers throughout the year by bookmarking <https://ketchum.presence.io/> events and through our monthly email updates.



# CAREER READINESS MICROCREDENTIAL

By working at your own pace through a guided curriculum of career readiness assignments – including short lectures, self-reflection, and experiential learning opportunities – you are able to strengthen and practice “soft” skills while polishing your own job search documents and learning about the importance of networking and professional affiliations. Successful completion of the Career Readiness Microcredential results in a student who is prepared to transition from graduate education to an engaged and influential health care career.

*"I am much more comfortable networking with strangers from my field and from other fields."*

**-MBKU STUDENT**

