

Certificate of Student Professional Development

Silver Certificate Requirements

GPA: 2.50 to join the program; 2.75 at graduation to complete certificate

Student must be in good standing with University

Workshops & Sessions

- Basic Resume & Cover Letter Writing
- Interview Skills
- Telephone/Virtual Interview Skills
- NACA Employability Skills Assessment
- Networking 101
- Utilizing LinkedIn
- CliftonStrengths for Students
- Attend four Networking Sessions and/or Career Exploration events
- * Two must be during your Senior Year

Activities Required during Senior Year:

- Job Search Workshop
- Practice Interview
- Advanced Resume Workshop
- All-Majors Career Fair or Major-Specific Career fair event

Optional Workshops

Complete **two** of the following options:

- Career & Self Development
- Career Technology 101
- Leadership & Teamwork
- Professionalism & Etiquette
- CliftonStrengths II – Utilizing your Results
- What to Expect After Graduation
- Preparing for Career Fair
- Attend a professional development activity with department/college.

*For example, Business Etiquette Dinner,
Greek Life Leadership training, etc.
Approval at discretion of Director.*

Gold Certificate Requirements

Complete all Silver Level Requirements

Additional Requirements:

- Successfully complete an **internship** in your field of study
- Complete at least two of the following activities:
 - Successfully complete a faculty-approved research project
 - Present at a symposium/conference
 - 15 hours in a leadership role on campus
 - 15 hours volunteering on campus or in the community
 - Complete the SSS/TRIO/STEM program
 - Participate in a LLC/Living Learning Community
 - Complete Myles Friedman Honors program

These are examples; similar activities will be considered at the discretion of the Director



Students who achieve the certificate
STAND OUT

from other candidates seeking employment. The content presented gives you the skills employers are looking for in a new hire.



**BABB CENTER FOR
CAREER SERVICES**

UAFS empowers the social mobility of its students and the economic growth of the River Valley through exceptional educational opportunities and robust community partnerships.

SUGGESTED PLAN FOR CERTIFICATE :

1 SOPHOMORE YEAR

1. Basic Resume Writing Workshop
2. Interview Skills Workshop
3. Utilizing LinkedIn
4. NACA Employability Skills Assessment

2 JUNIOR YEAR - FALL SEMESTER

1. Networking 101 Workshop
2. Telephone/Virtual Interview Skills
3. Attend 1 Networking Session

3 JUNIOR – SPRING SEMESTER

1. Clifton Strengths for Students
2. 1 Optional Workshop
3. Attend 1 Networking Session

4 SENIOR YEAR – FALL SEMESTER

1. Job Search Workshop
2. 1 Optional Workshop
3. Attend 1 Networking Session
4. Attend Career Fair

5 SENIOR – SPRING SEMESTER

1. Practice Interview
2. Advanced Resume Workshop
3. Attend 1 Networking Session