



Services for Students and Alumni

COUNSELING AND ASSESSMENT

- * **Individual Career Counseling**
- * **Appointments** available at all campuses call 800.388.2366 x.3508 to set up an appointment
- * **Personality and Interest Assessments** (\$20 fee per test)
We provide online career exploration assessments
- * **Skills and Values Assessments**
Let your strengths and values lead your career
- * **Career Management Coaching**
You've worked hard to start your career
Keep your career path vital and growing with career coaching

JOB SEARCH STRATEGIES

- * Resume & cover letter assistance
- * Techniques for tapping into the hidden job market
- * Networking skills
- * Strategies for researching employers and careers
- * Interview preparation including practice interviews

CAREER LIBRARY

- * Job Listing
- * Information on employers, salaries and Career fields.
- * Employer directories and networking resources
- * Job search and career development books
- * Free career magazines
- * Internet access

ONLINE SERVICES

- * Email your resume as an attached file for a quick critique: careers@regis.edu
- * Visit our web page:
www.regis.edu/careerservices
- * Find job search skills information
- * See the schedule of career workshops
- * Link to an extensive list of internet sites for career, job search & salary information
- * View a list of career library titles
- * Post your resume & look for jobs online at Regis CareerLink
- * Access the Alumni Career Network to contact Regis alums for information and advice to help you explore careers, companies, and industries and develop networking contacts

OPEN RESUME HOURS

Coors Life Directions Center, Room 125
(No appointment necessary!)

WEDNESDAYS 12:30 pm— 1:30 pm
THURSDAYS 4:30 pm — 6:00 pm

Using *Regis Career Link*

LOG ON

- Go to www.regis.edu/careerservices
- From this site, click on ***Regis CareerLink***
- If your login doesn't work, contact Career Services at the email or phone numbers below

IF YOU DON'T HAVE AN ACCOUNT

- If you have never logged on to ***Regis CareerLink***, you can request an account by clicking on "**Click here to register!**" located at the bottom of the page
- Career Services will notify you by email when your account is activated. Current students can get a RegisNet email account at <https://insite.regis.edu>

POST YOUR RESUME

- Click on **My Account** and select **My Documents**
- Click on **Upload File** and follow the directions to upload your resume from an original MS Word document. You can also upload a cover letter, and portfolio documents

LOOK FOR JOBS

- Click on **Job Search** and search by job type and location
- Some job applications can be done in the system
- You can save your search criteria to repeat at another time
- Your saved search can be set to automatically email new job announcements that meet your search criteria

If you have questions about ***Regis CareerLink***,
please contact

Regis University Career Services at:

careers@regis.edu

or call

303-458-3508 or 1-800-388-2366 x3508