

September Spotlight

The Successful Job Search of a Former Student in the Department of Counseling and Educational Development



Caleigh McElwee

MS/EdS in Counseling, December 2010

Tracks: School Counseling & College Counseling/Student Development

National Certified Counselor (NCC)

Current Job Title

Assistant Director, Undergraduate Business Career Center
Wake Forest University (WFU), Schools of Business

How did your program help to prepare you for your current position?

My master's degree provided an excellent foundation for both counseling and student development. In addition to learning important theoretical frameworks, we had the opportunity to apply our knowledge and refine our skills in every course. The CED faculty are top-notch, dedicated to both the profession and the students, so they are experts, yet also approachable. My achievements result from initiative and hard work throughout the program, internship, and job search, but they began with this strong base.

What relevant experiences did you gain before applying for your current position?

- BA Psychology, Wake Forest University (WFU)
- WFU Summer Management Program, a 6-week intensive program exposing liberal arts majors to 10 important areas of business, including Accounting, Finance, Marketing, Organizational Behavior, Management Information Systems, Business Law, Operations, Strategic Management, and Entrepreneurship.
- Graduate Assistantship in Admissions
- Advanced Practicum in the Vacc Counseling & Consulting Clinic
- Counseling internship, Winston-Salem Forsyth County Schools
- SAS Instructor
- Counseling internship, Graduate Assistantship, & Career Counselor in Career Services at UNCG

What resources did you use in order to prepare for your full-time job search? Or What did you find to be most helpful to prepare for your full-time job search?

I first determined my ideal job and developed a list of preferred employers to target. I researched these organizations and shared my goals with family, friends, and colleagues. Through this network, I was introduced to staff members at Wake Forest, and I was able to then reach out to those individuals to learn more about their experience working at Wake Forest and also share my own interests and background. Ultimately, I learned of my current job through this group. I also obtained an interview for a different opportunity through networking at professional conferences.

I also used the following services and resources in the Career Services Center:

- Resume & Cover letter review
- Mock Interview
- A Foot in the Door Revised--Katharine Hansen
- How to Say It: Job Interviews--Linda Matias, JCTC, CIC, NCRW
- Perfect Phrases for Negotiating Salary & Job Offers--Deluca and Deluca