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Check It Off!: Pave Your Way through College to Career

Vera Teller

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Vera Teller : Check It Off!: Pave Your Way through College to Career before purchasing it in order to gage whether or not it would be worth my time, and all praised Check It Off!: Pave Your Way through College to Career:

1 of 1 people found the following review helpful. Great Holiday Present for the UndergraduateBy MariaEvery college student should get this book, preferably in freshman year. It's a clear and detailed, step-by-step process that builds

skills and professional networks from freshman year to graduation, with guidelines for each year building on the previous year. Specific examples of language to use in letters and resumes, and what not to use, make application of the guidelines easy and effective. The Appendix on Interview Preparation will be especially helpful since it includes both questions that the candidate might be asked and questions the candidate might ask in return to demonstrate interest in and familiarity with the organization. Based on the questions, the candidate can practice the answers. And there really are checklists with boxes to organize activities. The style is well-suited to the undergraduate, too, with little jargon and lots of explanations of terms that might be recognizable but not really understood. A great contribution to the job-seeking literature. 0 of 0 people found the following review helpful. A necessary tool for success. By tomDr. Teller's book is a necessary tool for the high school senior and the college freshman. It is clearly written, but, more importantly, it gives the student a clear plan for the future. The path to success is through wise planning. Dr. Teller's book makes that planning so much easier and more efficient. I know of no other book that succinctly details such a plan of action. Her book details activities and tasks that one needs to complete in order to compete successfully. In addition, Dr. Teller gives important information on writing a resume and interviewing for jobs. This book is a compilation of vital information for success--a treasure trove of vital information for the career minded. Dr. Teller's expertise in the professional world lights the path for those who want to accomplish their goals and ultimately prevail in reaching career goals. Buy it and follow her advice. 0 of 0 people found the following review helpful. Excellent Guide. By GabrielaWe, college students, think that we have everything under control; however, taking the time and making sure you are following a plan totally worth the time. The book gives you a great opportunity to catch up on your career extracurricular activities because it offers checklists for each college year. This way you can see what you have done so far and what you haven't. I personally found out that I was ignoring building a portfolio. Currently, I am a junior and still have time to work on it, but I can't imagine if you are in my situation and this is your last semester. You won't be sorry, if spend an extra \$ and read through the book, it may save your future career.

Check It Off! Pave Your Way through College to Career is an excellent resource for high-school students entering college and a great read for parents too! Vera Teller, a college lecturer of first-year seminars, shows readers what they need to do in college to prepare themselves to seek employment and obtain a career once graduated. **Check It Off!** provides a checklist of activities for each year of college to prepare the student for a career and to help him or her answer the three most important questions: 1. What do I like to do? 2. What do I want to do? 3. What does the world need? This book is a quick, easy read that uniquely focuses on the activities students should pursue during college rather than after college. **Check It Off!** provides a proactive approach to career planning that steers the student to explore activities in preparation of a career and career direction.

Check It Off! Pave Your Way through College to Career is a helpful tool for first year college students. It provides guidelines to help, support, and drive career exploration. (Brenda Mendez, Lead Career Counselor, Career Center, California State University, Dominguez Hills) Unlike many books on the market, which advise college students on how to get a job after college, this book actually discusses the career process while the students are still in college. Students now can have an early start by focusing on those activities they need to pursue during college to successfully secure a good job upon graduation. For college students, reading this book is time very well spent. (G. Keong Leong, Associate Dean, College of Business Administration and Public Policy, California State University, Dominguez Hills) **Check It Off! Pave Your Way through College to Career** not only provides a checklist of what to complete during each year of college but also explains the rationale of why these steps are important. This book will help guide your student with intentionality and a better understanding of college even before arriving on campus. (Elaine Tamargo, Career Counselor, California State University, Dominguez Hills) Beginning college is an exciting and frightening time for students. Dr. Teller's book provides you as a student with tools, resources and answers that help minimize the fright and maximize the excitement. Each chapter gives you answers to common questions, advice for resolving problems, and smart ideas for your success. College is not just about academic courses, term projects, and group work. College is a process in which you transform a personal dream into reality. Dr. Teller's book is your guide for this transformation through her check it off tool. Using this tool, you'll have a plan for each college year based on essential knowledge and skills, academic advising, career exploration, and networking strategies. This book will make college an adventure you will remember and prepare you for your professional career. (Kaye Bragg, Professor, Department of Political Science, Former Undergraduate Dean, California State University, Dominguez Hills) I wish I had a book like this when I was in college. High school students are coached on how to shape their resumes and get into college, but once there few people coach undergraduates in the next step, how to shape their experiences to find the career and get the job they want. Teller has written a guide and check list that is beautifully organized, clearly written, easily accessible, and real-world tested. She knows how to navigate the business world and shows others how to navigate effectively too. This book should be on every undergraduates reading list. (Maria Simpson, Board Chair, SCMA Education Foundation) **About the Author** Vera Teller, PhD, is a lecturer of first-year seminars and business

communication courses in the College of Business Administration and Public Policy California State University Dominguez Hills. Her professional career spans over 25 years experience in business, management, and information systems as director of Systems and Programming for Safeway (Vons) and Trader Joe's, consultant for EDS, and program manager for WellPoint.