

EXPLORE ALL OF OUR
PREVIOUS NEWSLETERS.

JANUARY CAREER INSIDER

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JOLEE'S JOURNAL

* **Student-Athlete Career Fair**

February 9th, 2026

Harbaugh Club at
Houchens Stadium
5:45pm - 7:00pm

* **Business Career Fair**

February 12th, 2026

Chandler Hall 1st Floor
12:00pm - 3:00pm

* **SEAS Mechatronics Fair**

February 17th, 2026

EBS 1st and 2nd Floor
11:00am - 2:00pm

* **SEAS Construction Fair**

February 18th, 2026

EBS 1st and 2nd Floor
11:00am - 2:00pm

New Career Guides!

We're excited to share our newly developed Career Guides, designed to support you at every stage of your professional journey. Each guide focuses on a specific career topic, offering practical tips, strategies, and resources you can use right away. Whether you're exploring options, preparing for the job search, or want guidance on your next interview, there's a guide for you.

EXPLORE ALL OF OUR
NEW CAREER GUIDES.



S.M.A.R.T. Goal Setting

Specific. Measurable. Attainable.
Relevant. Time-Bound



Wayne's Wisdom

Be intentional and proactive in your career development. Seek out opportunities, ask thoughtful questions, and take advantage of resources and connections that can help you grow and clarify your goals.

Goal setting is an essential part of career development, helping you move from ideas to action. Using the SMART framework (Specific, Measurable, Achievable, Relevant, and Time-bound) can provide structure and clarity when planning your next steps. SMART goals help you define what success looks like and create a realistic plan to get there.

Whether you're preparing for a career fair, applying for internships, building professional skills, or planning for life after graduation, SMART goals can help keep you focused and motivated. Breaking larger goals into smaller, manageable steps makes progress feel more achievable and helps you track growth over time.

Career goals may change as you gain experience—and that's okay. Revisiting and adjusting your goals regularly allows you to stay aligned with your interests, strengths, and evolving career path.

Updating your Documents

Your professional documents, like your resume, cover letter, and CV, are more than just paperwork you submit with an application. They represent your story, your strengths, and the value you bring to future employers, graduate programs, internships, and networking opportunities.

Keeping these materials updated regularly gives you the confidence to apply whenever opportunities arise, rather than scrambling to put something together at the last minute. It also allows you to reflect on your growth over time and recognize the skills, experiences, and achievements you've developed along the way.

Updating your documents isn't just about adding new job titles or coursework. It's a chance to tailor each version of your resume or cover letter so it aligns with specific opportunities you're targeting.

For example, adjusting your resume to highlight relevant skills, academic achievements, leadership experience, or project outcomes can make your application more compelling. It's equally important to make sure your formatting is clear, consistent, and easy for employers to scan quickly, such as using clean fonts, logical section headings, and concise bullet points.

Ways to Update

- **Add recent experience or accomplishments:** Include new positions, internships, volunteer work, certifications, or relevant coursework.
- **Tailor for relevance:** Customize the content to match the qualifications and key terms in the job description.
- **Refine descriptions:** Use strong action verbs and quantifiable results when possible to describe what you achieved in each role.
- **Check readability:** Make sure sections are logically ordered (like education and experience in reverse chronological order) and that the document is easy to skim.
- **Get feedback and proofread:** Have a trusted peer, mentor, or Career Coach review your documents for clarity, impact, and errors.



Brian's Bulletin

Remember that career paths are rarely linear. Stay adaptable, reflect on what you're learning from each experience, and don't be discouraged by setbacks... each step helps shape your direction.



Holly's Hints

Your resume and cover letter are often your first impression on an employer, so it's worth investing time to keep them polished and up to date. When your materials are well-prepared, you're ready to confidently pursue your next step.

Explore templates, examples, and document support through our [Student Resources page](#).