Music Business & Entertainment

Career Development Resource Guide for Faculty and Staff

Office of Career & Professional Development

BELMONT UNIVERSITY
Dear Campus Partner,

We are pleased to provide you with this Career Development Resource Guide for your reference during the 2019-2020 academic year. We look forward to the opportunity to partner with you as we work together to prepare our students for their future careers. Please do not hesitate to reach out to us if we can be a resource for you this upcoming year.

Regards,

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PURPOSE
We empower our students and graduates to identify and pursue their passions to meet the needs of the world.

VISION
As leaders in career development, we aspire to make a difference in the lives of others by providing our community with meaningful connections in a global environment.
The National Association of Colleges and Employers (NACE) has identified eight career readiness competencies that students should be able to demonstrate upon entering the workforce. We look to faculty and staff members as critical partners to achieve our goal of increasing the career readiness of all Belmont students. Contact us for additional resources related to career readiness for your use during advising or in the curriculum.

**Are You Career Ready?**

- **Creativity/Problem-Solving**
  Exercise sound reasoning to analyze issues, synthesize information, make decisions, and solve problems. Think critically and strategically to develop original ideas and innovative solutions.

- **Communication**
  Articulate thoughts and express ideas effectively using oral, written, and non-verbal communication skills, as well as listen for meaning to gain understanding.

- **Leadership**
  Motivate, organize, prioritize, and delegate work by leveraging the strengths of individuals. Use empathic skills and a positive attitude to guide and influence others while reaching a shared goal.

- **Teamwork/Collaboration**
  Build and maintain collaborative relationships with others representing diverse cultures, races, ages, genders, religions, lifestyles, and viewpoints. Can negotiate and manage one’s emotions and conflict with others while contributing towards a common goal.

- **Professionalism/Work Ethic**
  Demonstrate integrity, resilience, accountability and ethical behavior. Take initiative, maintain effective work habits to produce high quality results and project a professional presence.

- **Digital Technology**
  Leverage existing digital technologies ethically and efficiently to solve problems, complex tasks, and accomplish goals. Demonstrate effective adaptability to new and emerging technologies.

- **Career Management**
  Identify and articulate one's skills, strengths, knowledge, and experiences relevant to the position desired and career goals. Navigate and explore job options, understand and take the steps necessary to pursue opportunities.

- **Global/Intercultural Fluency**
  Value, respect, and learn from diverse cultures, races, ages, genders, sexual orientations, and religions. Demonstrate openness, inclusiveness, sensitivity, and the ability to interact respectfully with all people and understand individuals’ differences.
Our career management platform is providing students and alumni with more opportunities than ever before!

Students/Alumni
Students can access Handshake through the Launch Pad in MyBelmont to view and apply for job and internship opportunities, access sample professional documents in the Resources section, upload their resume for review and schedule career coaching appointments with us.

"Since my internship with SOLO Media in the Fall of 2017, I have landed two other internships through Belmont's Handshake platform!" - Zoe, Entertainment Industry Studies '19

Employers
Employers can connect to Belmont's Handshake platform and post job and internship opportunities for students and alumni. Contact us if we can assist one of your employer partners with connecting to Handshake.

Faculty/Staff
Interested in checking out Handshake? Contact us to schedule time to preview Handshake, or to gain login information for the platform.
The Office of Career & Professional Development presents a wide range of programs as part of our Belmont & Beyond series and in the classroom. Encourage your students to attend our career development programs or contact us directly to request a class presentation or resources related to the following topics.

- Introduction to Career & Professional Development (5-10 minutes)
- Introduction to Handshake (5-10 minutes)
- How to Make the Most of Career Fairs (5-10 minutes)
- Making the Most of Your Internship (30-60 minutes)
- Creating Professional Resumes, CVs and Cover Letters (45-60 minutes)
- Job and Internship Search Strategies for Success (45-60 minutes)
- Interview Strategies for Success (45-60 minutes)
- Networking and Building Connections (45-60 minutes)
- Negotiating Salary and Perks (45-60 minutes)
- Developing Your Professional Brand Online and Offline (45-60 minutes)
- Navigating the Transition from College to Career (45-60 minutes)
- Career Ready? What Employers Really Want (45-60 minutes)
- Telling Your Story to Employers and Graduate Schools (45-60 minutes)
- How to Pay for Grad School Without Acquiring Debt (45-60 minutes)
- Study Abroad and Beyond: Marketing Your International Experiences to Employers and Graduate Schools (45-60 minutes)
- Strong Interest Inventory Presentation (45-60 minutes)
- StrengthsFinder Presentation (60-90 minutes)
- Myers-Briggs Type Indicator (MBTI) Presentation (60-90 minutes)
Focus is a self-paced career guidance tool designed to assist students with self-assessment, career exploration and planning. The assessment is available to be taken at any time through our website, and may be used in conjunction with career exploration class assignments. Focus is offered exclusively to Belmont students and graduates at no cost through a collaboration between Career Development and GPS (Growth & Purpose for Students).

The Myers-Briggs Type Indicator (MBTI) is the most widely used instrument for understanding personality differences. In thinking about career choices, students will learn about careers that may provide satisfaction and opportunities to express and use their personality type. $15

The Strong Interest Inventory is the most widely used measure of career interests in the world. Responses on this instrument will define interest patterns, which are then compared with the interest patterns of thousands of satisfied workers in a variety of occupations. These interest patterns point to potentially satisfying work tasks, environments and specific careers. $10

Gallup’s StrengthsFinder (part of CliftonStrengths for Students) is offered through GPS and helps students identify and develop their strengths across 34 talent areas. After taking the assessment online, students receive a report detailing their top five strengths, which can help them achieve academic, career and personal success. Contact GPS for additional information.
A variety of online career resources are available for your use through our website. We encourage you to incorporate these resources into the curriculum.

**Candid Career Videos** provide tips to help students explore career options and conduct a job or internship search.

**CareerShift** provides a robust company and contact database that allows students to make connections and conduct an effective job or internship search.

**GoinGlobal** career and employment resources include international job and internship listings, industry profiles and country-specific career information.

**videoBIO** allows students to practice their video interview skills and record a bio to share with potential employers.

**What Can I Do With This Major?** allows students to connect majors to careers.
Resume Checklist

HEADING:
- Include Name, City/State, Phone, Email.
- Create an eye-catching heading with professional font choice, larger name, and/or color, but do not include picture.

PROFILE/PROFESSIONAL SUMMARY:
- Must be written in third person (without personal pronouns).
- Includes information that serves as a highlight reel of skills and experience as it pertains to the desired position and audience.

EDUCATION:
- Only include GPA if 3.2 or higher.
- Do not include any high school information.

EXPERIENCE:
- Separate experience by headings. Ex. “Industry Experience” includes internships, volunteer experience, jobs within the industry, and even unpaid positions such as managing a band on campus, selling merchandise for a friend’s band, creating demos for songwriters, etc. “Other Experience” or “Employment” includes non-industry positions such as waiting tables and retail.
- List job descriptions as bullet points, not paragraphs.
- Begin each job description under experiences with an action verb. If it is a current position, action verb is present tense. If it’s a past position, verb is past tense.
- List experience in backwards chronological order (most recent experience first within each heading).
- Do not include performance experience unless applying for a position which requires this skill (such as audio engineering). If student has experience managing a band, tour, marketing, or socials of his or her career, list experience strictly from the business aspect.
- Include company, student’s title, date, and location of each experience.
- Do not include high school information unless it directly relates to the position to which student is applying for.
- If you don’t have much industry experience, add a Relevant Coursework section that reflects the industry specific courses you have taken or are enrolled in currently.
- Must be one page. Only exceptions are for professionals well into careers. Fit to one page by utilizing margins, creating columns, and making body font as small as 10pt.

AET MAJORS:
- Include specific tech skills (experience with consoles, plugins, specialties, etc.)
- Include demos for classmates or friends as experience. Include details from session.

SNG MAJORS:
- For internships – do not include performance experience unless focused on business skills obtained from experience.

ADDITIONAL HEADINGS:
- Honors & Awards – do not include any high school information.
- Skills – simply list these, no need for lengthy sentences.
- Interests/Fun Facts – can be included but minimal.
- Volunteer Experience.
- References – Do not include on this first page. Should be separate page with same heading as resume. Include reference’s name, company, title, city/state, phone and email.
- Socials – If included, employers will view. Socials must be kept professional at all times.
We hope this Career Development Resource Guide is beneficial to you this academic year! Please do not hesitate to reach out to us to discuss opportunities for collaboration, or with any questions about our services and resources.

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Wishing you a great year ahead!