

HERITAGE CAREER & CALLING CENTRE CERTIFICATE PLANNING GUIDE

1st SEMESTER

- Visit the Heritage Career & Calling Centre and discover what services they offer
- Meet with the Career Services team to discuss your giftings, passions and future goals
- Create/update your resume
- Complete a career/personality assessment facilitated by the Career & Calling Centre
- Attend Career & Calling Centre events
- Spend intentional time in thought and prayer about what you want to do next year
- If not returning to Heritage, begin applying to other colleges/ universities or applying to jobs

2nd SEMESTER

- Attend the Ministry Job Fair
- Attend Career & Calling Centre events
- If not returning to Heritage, continue applying to other colleges/ universities or applying to jobs
- If returning to Heritage, complete the [Program Change Request Form](#)
- Tailor your resume/cover letter to the summer job(s) you are applying to
- Schedule a mock interview at the Career & Calling Centre

Contact the Heritage Career & Calling Centre:

careercentre@heritagecs.edu or (519) 651-2869 x 230

