

# Career Services

## **Career Services**

Students have access to career services, including curriculum vitae (CV) creation and interview preparation from the office of Career Services. The office of Career Services also maintains an electronic job bank and posts department updates on the LMU Career Services' Facebook page.

## **Alumni Services**

Students also have access to the Office of Alumni Services' PA Mentorship Program. This program connects enrolled PA Students with PA alumni mentors who have similar interests for assistance with networking, job searches, and specialty choices. The Office of Alumni Services also maintains an electronic job bank.

## **Verification of Program Completion/Degree Awarded**

Many states licensing boards and hospital credentialing boards require verification of program completion/degree awarded. FERPA guidelines are followed when completing these forms. Students must submit all requests for verification of program completion/degree awarded to the Program Director.

## **Official Transcript Request**

Many states licensing boards, and hospital credentialing boards require official transcripts from LMU. LMU follows FERPA guidelines in fulfilling requests for official transcripts. Students must submit all requests for official transcripts to the Registrar's Office ([www.LMUnet.edu](http://www.LMUnet.edu)).

## **Reference Letter Request**

All state licensing boards, and prospective employers require professional reference letters as part of the application process. Students should get permission from program faculty and clinical preceptors prior to providing their contact information to state licensing boards and/or prospective employers for professional reference requests. Students requesting reference letters from program faculty and clinical preceptors should include their dates of attendance; a copy of their CV; the name and contact information for submission; the title of the position/area of medicine they are applying for; and the reasons why they are interested in the position. Students must allow program faculty and clinical preceptors a minimum of two (2) weeks to complete professional reference letters. Program faculty and clinical preceptors reserve the right to decline to provide students with a professional reference letter.