



# Ask Your Career Center:

Your on-campus career or employment center can be a job search life ring.

## The first stop on your career path

College can be stressful...from midterms and papers to homework and presentations. On top of everything, you have to figure out life after graduation, in particular, how to get a JOB!

If you don't know where—or even how—to start your job search, you're not alone. College students and new grads often need some guidance when it comes to putting the pieces of their education and work experience together and determining the next step after college. Luckily, many schools have career or employment centers that can provide career advice, a wealth of job search resources, self assessment tests, even an encouraging ear. And, this resource for all-things-career is located right on campus and is readily available.

## Their job is to help you get a job

Often staffed with advisors who are experts in the careers and industries related to your field of study, career centers can offer real-world advice and ideas on how to pursue a profession in your area of interest. You can find resources ranging from industry information to résumé advice to tools you can use to explore possible career avenues. So, go ahead—ask your career center:

### ...How to write your résumé

All students should have their career or employment centers review their résumés. Even if you have shown your résumé to your instructors and industry professionals, always have it reviewed by your career center. Need action verbs to kick up your credentials a notch? Not sure what keywords will help your résumé get through ATS scanning and improve its ranking? Career centers can offer tips and strategies to make your résumé stand out from the crowd and be noticed by recruiters.

### ...How to write a cover letter

Stumped by the idea of writing a formal email or crafting that all-important cover letter? Fret not. Your career center can teach you the art of the introductory letter and give you helpful tips on what to write—and what to avoid.

## ...Where the jobs are

Your career or employment center works to build ties with hiring organizations. It also offers many resources to help you find a job, internship, co-op, externship, and more. These include online job boards like College Central or lists of local networking events where you can meet people in your industry, in person.

## ...What to do with your degree

Confused by what you want to do after graduation? Aristotle said, “Knowing yourself is the beginning of all wisdom.” Career centers can offer assessments of your individual skills, knowledge, and thinking preferences. These provide guidance on what types of careers are a match for your abilities and interests.

## ...How to interview

Career centers provide interview prep that ranges from guidelines on interview attire to conducting mock interviews. They can assist with practice interview Q and A's; feedback on your interview technique; common interview mistakes to avoid; even advice on how to negotiate salary if you get a job offer.

## ...How to network

Many career centers plan events to help you make connections within your industry. Events can range from job fairs and guest speakers to speed interviews, panel discussions, and workshops. Some career centers set up on-campus interviews for companies looking to hire interns and new grads. Each networking event is a chance for you to enhance your networking skills and expand your own resources. Plus, your career center can put you in touch with mentors and alumni. Both are excellent sources for experience and guidance, as well as networking and experiential opportunities.



## i n a nutshell:

In your job quest, your career or employment center may well be your biggest ally. It can offer insight on:

- Opportunities associated with your major, plus where and how to get real-world experience
- Crafting your cover letter, résumé, and career portfolio
- Interview tips and strategies
- Assessing your skills and defining your career interests
- Extensive career resources including career fairs, workshops, and seminars
- Mentorships and internships

Build a rapport with your career or employment center. Counselors have the experience, the connections, and the know-how to help you succeed in your job search! Your success is also *their* success.