Dear Students & Alumni:

Welcome to the Career and Outreach Services Website. By visiting our website, you have taken an important step in preparing yourself for securing a position within your major.

Career Services, in support of the University’s mission, offers a variety of programs designed to provide professional development, career readiness, and placement and employment assistance for students and alumni. The overall objectives are to satisfy the needs and gain the confidence of our primary customers - students and employers. The service delivery model is geared toward assisting you in relating your personal qualifications, education and experiences to the employment market.

We invite you to register with Career and Outreach Services, if you have not done so already. We also encourage you to register on NACELink, our electronic service for scheduling campus interviews. Your completing this information now gives you an edge in having your information up to date and ready for prospective employers.

Student Guide

NACELink

Need to Know ....

Professional Job Network
Expect From Employers
Expect From the Career Center
How to Find the Job
Networking
Register with Career Center
Registration Consent Statement
Students Should...
Tapping the Hidden Job Market
No Show and Late Cancellation Policy

Résumé Writing
Chronological Résumé
Functional Résumé
Reference List
Teaching Résumé
Technical Résumé
The Three Rs
Top 10 Pitfalls

Email Correspondence
Professional Etiquette
Interview
Questions Asked by Employers
Questions to Ask Employers
Ten Rules of Interviewing
Turning the Tables in the Interview
What Happens During the Interview?

Letters
Cover Letter
Thank you - Interview Letter
Follow up Letter
Letter of Application

Dress
Dress for Success
Attire for an Interview