

What a Career Center Can Do For You

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The career center at your college or university can be a valuable—and sometimes fun—place to visit. So what can a trip to a career center do for you? How can a career counselor or adviser help you? There's more than you might think. Following are just some of the services college and university career services centers and offices offer.

Assessment Testing

Are you uncertain about what major to pursue or have you already chosen a major but aren't sure where it can take you? Career counselors are trained to administer a variety of standardized tests that can help you pinpoint careers that suit your interests, values, and personality type.

Career Advice

Career counselors and advisers can meet with you one-on-one to discuss your plans and help you find a focus. They can also introduce you to a wealth of resources at the career services office.

Career Fair Information

Are you hoping to meet lots of employers at once? Most career services offices sponsor at least one career fair a year. Staff members can also point you to fairs at nearby colleges and universities.

Career Libraries

Most career centers keep plenty of information about employers handy for students to peruse. This can include company brochures, annual reports, news articles, and listings in guides. Many also maintain collections of reference books periodicals, newspapers, and employment newsletters that contain information on occupational exploration, emerging occupations,

salaries, undergraduate and graduate schools, resume writing, interviewing, and more.

Computer Access

Are you having trouble accessing job-search sites on the Internet? Or do you need access to a computer and printer to prepare a professional-looking resume? Most career centers offer at least a few computers for students to use, and staff members can offer advice on how to use them.

Employer Information Sessions

Career centers often sponsor sessions in which students can meet representatives of one or more companies and learn what they have to offer. Sometimes these representatives are alumni, and can relate how their experiences at a college or university translate into their current career.

Job, Co-op, and Internship Listings

You don't have to confine your job search to newspaper classified ads and online search engines. Most career centers keep updated lists of entry-level jobs, co-ops, and internships, either on paper or online.

Recruiting

Recruiters from a variety of companies, agencies, and even the federal government often spend a day or several days on campus interviewing students.

Resume and Cover Letter Advice and Critiques

Are you wondering whether you've prepared your resume correctly, or have you put off preparing one at all? A meeting with a career counselor or adviser can help you learn the basics, from what information to include to what typeface to use.