

On-Line Career Services Software

The Office of Career Services offers several web-based career related software to assist students with managing their careers. The Office of Career Services provides students with 24 /7 access to the following: Focus 2 Career Dimensions, Inc, Creative Job Central, Vault Career Insider, Internships, USA, Perfect Interview, Internship.com, Graduate School.com, Internship USA, Perfect Interview.com, Riley Guide.com/Careers, ScienceJobsHelp.com, NACE Salary Calcul.tor Center, Job Choices, Interfolio, College Recruiter.com

Career Library

The Career Library, located within the Office of Career Services and Cooperative Education, contains resources that can enhance your job search efforts and provides additional information about careers, employment opportunities and graduate schools.



Take advantage of the numerous services provided by the Office of Career Services & Cooperative Education by scheduling an appointment to discuss career-related concerns. Also visit the career library to explore the various career and graduate school opportunities. Monday through Friday, 8:00 a.m. — 5:00 p.m.

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Office of Career Services & Cooperative Education

Helping

Today's Students

..make the connection with...

Tomorrow's Careers

Thinking about your future?

CAREER PLANNING SERVICES

The Office of Career Services and Cooperative Education provides career development programs and activities for the entire campus community including undergraduate and graduate students, alumni, faculty and staff.

The Career Services Professionals are prepared to assist you: ♦ with the selection or affirmation of your choice of an academic major, ♦ in identifying your professional interests and work values, ♦ in exploring various career options, ♦ in developing strong job search and decision-making skills and ♦ with your overall transition from student into the world of work.

Either in a group or in one-on-one sessions, *students get involved in:* ♦ exploring and defining career interests, goals and objectives, ♦ writing effective resumes, cover letters and autobiographical sketches for graduate school and employment, ♦ developing effective interviewing skills, ♦ matching work-related values with possible career options, ♦ discovering pertinent information about employers, and ♦ securing internships (related and unrelated to academic majors), cooperative education placements (related to academic majors), summer, part-time and full-time, temporary and permanent employment.

Resumania

Assistance in developing and preparing resumes is provided for all students. A step by step guide entitled The Resume Handbook, "Navigating Your Career With an Effective Resume" is available for each student and may be accessed via the internet at the following website, (<http://www.umes.edu/careers/>). Special times throughout each semester, are set aside by the staff to work with students either by appointment or on a walk-in basis, to critique and refine resume drafts. Information regarding the Resumania schedule is made

Workshops and Seminars

Workshops and Seminars addressing specific career development topics including Resume Preparation, Interviewing Techniques, Professional Etiquette, Professional Attire, Cooperative Education (Coop) and many others, are scheduled at specific times throughout the academic year. These group sessions help prepare students to enter the workforce. Individual appointments are available for those students who require assistance with resume writing and interviewing skills.

MonsterTrak

Come let MonsterTrak help you soar like a proud UMES Hawk into the workforce of professionalism. In partnership with the Office of Career Services this online recruiting service will provide university students with a database of employers, and job opportunities. This computerized job search system facilitates the recruiting process for both students and employers, allowing students to input resumes and cover letters for immediate revision by potential employers. This program provides 24-hour local, national and international employment information regarding job opportunities with private and public sectors. So come let us successfully connect you with employers who are not only looking for educated leaders, but also leaders who are also skilled, and competitive. Corporate American is looking for you, will you be ready

Career Fairs and Symposiums

Several hundred companies, business, agencies and graduate schools participate in five or more career fairs offered at UMES during every fall and spring semester. Some are general and others are career specific like the Fall Career Graduate/Professional

On and Off Campus Interviews

Most employment interviews are held on campus. Certain opportunities may require off campus on site interviews. During the recruitment period (September until May), many recruiters visit the campus to interview students for full-time employment, summer jobs, internships and Coop placements. Seniors have an opportunity to explore permanent employment with business, industry, and government agencies from around the nation. All students, freshmen, sophomores, juniors and seniors, with an interest in these opportunities must sign up in the Office of Career Services and Cooperative Education.

The Employment Interview Guidelines Packet can be accessed at (www.umes.edu/careers/)

Graduate/Professional School

Graduate School information and assistance is available for those students planning to pursue graduate studies. Information and applications for various schools are available. Entrance examinations for graduate school are scheduled throughout the year including the Graduate Record Examination (GRE), the Law School Admission Test (LSAT), and the PRAXIS Series (Professional Assessments for Beginning Teachers).

Job Vacancy Publications

Many local and national employers list their job openings with this office. Job announcements are received daily. These announcements as well as those from other institutions are posted in the office and around the campus. Information regarding employment opportunities is available in the office for students to review.