

The Top 10's:

Finding

Some Direction

Your Quick Reference
Guide to: Transfer,
Job Search
and Career
Information
and
Services

Monroe Community
College Career Center
Building 3, Room
108, Brighton
Campus
(585) 292-
2248



www.monroecc.edu/go/careercenter

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Building 3, Room 108, Brighton Campus
(585) 292-2248**

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- One-On-One Appointments & Walk In Hours
- Resume and Cover Letter Critique
- Job Search/Employment Counseling
- Career and/or Major Guidance
- Mock Interview Preparation
- Job Connection: Part/Full-Time, Summer, Co-op Intern, Volunteer Positions
- QuietAgent.com: Create an Online Job Profile
- Transfer Counseling, Advising and Planning
- Study Abroad Advising and Information
- Career Fairs, Transfer Fairs & On Campus Interviewing & Recruiting
- 2+2 Dual Admission Programs and Articulation Agreements
- Career Development Courses:
 - CDL 100: Career & Life Planning Course
 - CDL 115: Job Search Strategies

Hours: Monday, Thursday and Friday - 8:00am-4:45pm

Tuesday and Wednesday - 8:00am-*6:00pm

***During the Fall and Spring semester only**

#1

TOP TEN SKILLS DESIRED BY EMPLOYERS



1. **Communication Skills.** Employers actively seek students who can listen, write, and speak effectively.
2. **Analytical/Research Skills.** Your ability to assess a situation, seek multiple perspectives, gather information if necessary, and identify key issues that need to be addressed.
3. **Computer/Technical Literacy.** Almost all jobs now require some basic understanding of computer hardware and software, especially word processing, spreadsheets, visual aids, and emails.
4. **Flexibility/ Adaptability/ Managing Multiple Priorities.** How do you manage multiple assignments, and tasks, set priorities, and adapt to changing conditions and work assignments.
5. **Interpersonal Skills.** The ability to relate to your co-workers is essential.
6. **Leadership/Management Skills.** Can you take charge and manage your team?
7. **Multicultural Sensitivity/Awareness.** In a global society, professionals must demonstrate a sensitivity and awareness to other people and cultures.
8. **Planning/Organizing.** Capacity to design, plan, organize, and implement projects and tasks within an allotted timeframe. Also involves goal-setting.
9. **Problem-Solving/Reasoning/Creativity.** Your potential to find solutions to problems using your creativity, reasoning, and past experiences along with the available information and resources.
10. **Teamwork.** You must have the ability to work with others in a professional manner while attempting to achieve a goal.

"What Do Employers Really Want? Top Skills & Values Employers Want From Job Seekers" by Randall S. Hansen, PhD & Katherine Hansen. www.quintcareers.com/job_skill_values.html

#2

TOP 10 TIPS FOR CAREER DECISION MAKING



1. **Use your Career Center!** Take advantage of the career information and services of your Career Center.
2. **Schedule an appointment with a career counselor in the Career Center.** They can assist by helping to clarify your current educational and career goals.
3. **Complete the FOCUS** online career assessment.
4. **Utilize the resources in the Career Center's Career Library** for invaluable, up to date occupational materials that provide students with information about careers, transfer and employment. Students can access the internet for career, transfer planning and job search planning purposes.
5. **Sign up for CDL 100:** Career and Life Planning course, a credit bearing course that helps students navigate the career-decision making process.
6. **Want to know what a career is really like?** Interview someone who has first-hand experience. Talk to a career counselor about how to set up an informational/inspirational interview.
7. **Study abroad** opportunities provide you with an exciting way to explore the world around you for a semester or summer! Visit the Career Center office for more information!
8. **Get involved on Campus!** Find activities you enjoy. This can provide you with a multitude of skills including developing your leadership capabilities! Getting involved gives you more selling points for your resume.
9. **Get to know your professors!** They are an extremely valuable, yet underutilized resource! This is an excellent way to learn about opportunities in your field of interest, perhaps do research, and have a potential recommendation writer.
10. **Take advantage of campus programs** including speakers, panels , workshops and Career Forums which are offered each semester.

#3

TOP 10 WAYS TO WRITE A STRONG RESUME



1. **Self assessment:** What are your goals/targets? How can you connect your background/experiences to your goals/targets?
2. **Market yourself.** Promote yourself. Be positive. Don't undervalue yourself.
3. **Be flexible.** If you have multiple goals, consider variations of your resume to fit each.
4. **Create a resume that fits you.** There are many different styles to use. Your categories/sections should be selected to fit your background.
5. **Be consistent with your format** (margins, action verbs, fonts, spacing, bullets, etc.).
6. **Emphasize/highlight your abilities, skills and accomplishments.** Use active power verbs to describe your experience and skills.
7. **Creativity should be based on your target.** (ie: A candidate who wants to work in advertising can be more creative with the style of their resume than someone who is targeting an accounting position).
8. **List of references are on a separate page,** to accompany your resume if required.
9. **No errors!** Have your resume checked by many people. Caution: You will get varied opinions on style and format. Remember, it is your document so you should go with the style that you think is best. Have your resume critiqued at the Career Center.
10. **Final draft:** Quality print on resume paper. Every copy should look like the original. Ask yourself: Is this an attractive, easy to read document? And, does this promote me as well as I can on paper? Remember, a resume typically will be looked at for 15-20 seconds.

#4

TOP TEN TIPS FOR A PROFESSIONAL IMAGE



1. **Language.** The make it or break it of professional images. (see #2 and 3.)
2. **Take a more formal tone, but use comfortable vocabulary.** Don't use words you might mispronounce or use inaccurately.
3. **Don't address anyone older than you as "you guys".** It's too familiar.
4. **Appearance.** Just because clothing is expensive doesn't mean it's appropriate. A classic, somewhat conservative look is almost always the best choice, and a few well chosen pieces won't break the bank.
5. **Tummies, toes and tattoos should all be covered up.** Baseball caps are never OK – no matter how bad you think your hair looks.
6. **Put a professional greeting on your voicemail.** Avoid using slangy or humorous email addresses.
7. **Turn off your cell phone and pager** before you enter a professional setting. Only answer your phone when you are able to talk without distraction.
8. **Respect and adhere to deadlines.** Be punctual. Present yourself as having good self-management skills.
9. **Develop a good, strong handshake** and use it each time you are introduced. Take cues from those around you, i.e. join in if everyone is shaking hands at the start of a meeting.
10. **Smile!!** It conveys confidence and interest.

#5

10 WAYS TO HAVE A SUCCESSFUL INTERVIEW



1. **Prepare!** Employers often complain that students fail to research the organization before an interview. Review the company web site, industry trends and your resume, projects, internships/activities. Know your 3 greatest strengths and provide examples. Have stories ready that focus on your leadership, teamwork and projects. The Career Center offers practice interviews to perfect your skills.
2. **Be a self-promoter.** It's okay to "brag!" Give specific examples!
3. **Process the question before you respond.** A few seconds of silence is better than talking yourself into an answer.
4. **Convey Interest, Confidence and Enthusiasm.**
5. **Be prepared for all types of questions and personalities.** Check out sample interview questions which include behavioral interviewing examples. Use the STAR method to answer questions which includes Situation, Task, Action & Results.
6. **Connect** yourself to the position/organization. Be familiar with the job description & skills they desire. How have you demonstrated those traits?
7. **Be positive and professional at all times** to everyone from the CEO to the secretary.
8. **Turn nervousness into positive energy.**
9. **Prepare and ask good questions.** Questions give you a chance to evaluate the position as well as show them your critical thinking skills.
10. **Get contact information so you may follow up.** Write a thank you note & make it personalized by mentioning something specific from the interview.

#6

TOP 10 TIPS FOR SUCCESSFUL NETWORKING



1. **Identify your goals for Networking.** Referrals for a specific job opening? Information on a career field? Advice on the best strategies to break into a career? A secondary contact? Clear goals will help your contact help you.
2. **Make an exhaustive list of possible networking contacts.** This includes alumni, family, friends, faculty, neighbors, coaches and former employers. Make an appointment at the Career Center for help developing your network.
3. **Contact individuals in your network.** Ask them for any information and advice they may have for someone seeking to enter their field or find employment within their organization.
4. **Be prepared to impress these individuals.** Your goal is to get them on your side. Ask them to keep you in mind if they hear of any job openings or if they think of any additional information that could be important. Ask if they could suggest someone else for you to contact.
5. **Develop a contact file to maintain all pertinent information.**
6. **Follow up with any prospects provided by someone in your network.** Let them know how you obtained their contact information.
7. **Develop a weekly plan for your networking activities.**
8. **Always reciprocate.** When you ask others for help, be prepared to return the favor.
9. **Send a thank-you note after speaking with a contact in your network.**
10. **Keep contacts in your network informed about your progress and any success you may have had.** Send your contacts bi-monthly "update" emails.

#7

TOP 10 TIPS FOR BUSINESS CORRESPONDENCE



1. **Don't delegate this to anyone else.** Write your own cover letters and thank you notes.
2. **All correspondence should be grammatically correct and contain no typos or misspellings.** Errors portray a lack of intelligence, or a lack of concern. Both make very bad first impressions.
3. **Write briefly and succinctly.** Limit yourself to one proper page, or one computer screen – no scrolling.
4. **Tailor letters to a specific individual, or situation.** Generic letters are ineffective.
5. **Make connections between you and the reader with facts and experiences.**
6. **Cover letters are judged on your ability to express yourself thoughtfully and purposefully.** They are more narrative than your resume and can require more time to compose.
7. **Keep cover letters work-centered and employer-centered, not self-centered.** Demonstrate that you understand the needs of employers.
8. **Thank you letters can be paper or electronic.** They should be sent within 24 hours of an interview. Also send them to anyone who grants you an informational interview, writes a reference or assists your search in some way.
9. **Use samples as samples!** Don't copy them word for word. They are meant to guide you. Get some help from the Career Center if you are having difficulty expressing yourself the first few times.
10. **These skills will serve you well throughout your life. Take time to master them now!**

#8

TOP 10 TIPS ON HOW TO MANAGE A JOB SEARCH



1. **Know what you want to do & “who” you want to be.** It is helpful to know your objectives – type of position, type of company, geographic preference – before you begin your search. The more focused you are, the more manageable your search. Contact the Career Center for help in this area.
2. **Write a powerful, accomplishment-oriented resume.** Now is the time to sell yourself with a dynamic resume that focuses on the value you bring to an organization. Drop off your resume for review at the Career Center.
3. **Customize each and every cover letter you write.** Respond to the specific needs, qualifications, and expectations of each company/recruiter you contact.
4. **Network, network and then network some more.** Over 80% of all positions are filled with networking contacts. Contact the Career Center for help developing your network.
5. **Search for positions on The Job Connection.** Also check out QuietAgent at www.monroecc.edu/go/quietagent
6. **Attend job fairs**, including MCC’s Part-Time Job Fair, Nursing Fair and Career Fair.
7. **Participate in on-campus interviews, recruiting and resume referrals.**
8. **Practice your interviewing skills** with a mock interview at the Career Center. Your ability to interview well can make or break you in your job search.
9. **Know what salary you want.** Know what salary you can comfortably live with and what the industry standards are for salary in your field.
10. **Build your own job search support network** including family, friends, colleagues, professors, mentors, professional associations, etc. A job search can be a frustrating experience. These people can be helpful and keep your spirits high.

#9

TOP 10 TIPS FOR FITTING IN AT WORK



1. **Leave classroom behavior at school.** There will not be a syllabus to follow. You probably won't be rewarded for arguing your point with your boss. Tardiness won't be excused. Feedback may come less regularly.
2. **Demonstrate confidence in your potential, but humility about what you can do in the beginning.** Learn how to be the new hire.
3. **Build effective relationships.** Get to know who can help you get things done, and help you get noticed.
4. **Understand the organizational culture.** Is it entrepreneurial, hierarchical, young, formal, etc.?
5. **Learn how to balance the professional and personal.** What's the policy about personal calls, using the computer and running errands?
6. **Manage your expectations.** Understand that you may have a bad day once in a while.
7. **Wait until you know the established routine before suggesting changes.** Don't question every single thing your first week.
8. **Don't get caught playing solitaire on your computer!** Research the competition, practice work skills, or ask for another task.
9. **Build a good reputation.** Become known as a smart, dependable team player. Ease into social and after work events.
10. **Take responsibility for yourself and your career.** Good supervisors and organizations can help, but it's up to you to control the transition.

Some material from this list was taken from Succeeding on the Job, 2006 NACE Job Choices. Pick up a complimentary copy at the Career Center.

#10

TOP TEN TIPS ON HOW TO TRANSFER



1. **Start ASAP!** Your transfer process should start when you begin your first semester at MCC. This gives you enough time to research both a major and four-year schools.
2. **Make an appointment with a career counselor in the Career Center.** Set up an appointment or just walk-in for a meeting during your first semester.
3. **Research transfer colleges.** Visit the Career Center's Library for access to resources to assist you in your transfer process including Career Advising and Transfer Planning Guides and 2+2 Dual Admission Degree Programs.
4. **Take full advantage of Transfer College Fairs at MCC.** Transfer College Fairs are held on both the Brighton and Damon campuses during Fall semester, bringing together as many as 50+ colleges and universities.
5. **Research scholarships, grants and financial information.** Pick up the Career Center's Transfer Scholarships Guide for local and NY state colleges/universities and explore grant and money resource books in the Career Library. Attend scholarship workshops offered by the Career Center.
6. **Visit Transfer Colleges.** Attend programs specifically designed for transfer students. Meet with admissions staff of colleges which interest you. Sign up for a transfer tour through the Career Center to get a more in-depth view of transfer schools.
7. **The Advisor in Residence Program** is your opportunity to meet one-on-one with transfer college representatives in the Career Center. You can sign up for appointments to meet with participating transfer college representatives to discuss admission criteria, transfer credit, degree/major information, course advisement, etc.
8. **Apply as early as possible.** Submit admission applications, transcripts, letters of recommendation, financial aid forms and other required information in a timely manner. Keep copies of all forms and documents.
9. **Be aware of deadline dates.** It is especially important to know when deposits are due to secure your place in the incoming class and for on-campus housing if desired.
10. **Read all your mail.** Understand what major and program you have been accepted to. If necessary, ask questions about your credit evaluation and take advantage of orientation and advising programs offered by your transfer campus.

ADDITIONAL CAMPUS RESOURCES:

Counseling and Advisement Center
Brighton Campus-Building 1, Room 231
Counseling Center Office: 585-292-2030
Academic Advisement Center: 585-292-2298
www.monroecc.edu/depts/counsel/index.htm

Campus Center
Brighton Campus-Building 3, Room 126
585-292-2060
www.monroecc.edu/depts/stucenter/index.htm

Financial Aid
Brighton Campus-Building 6, Room 207
585-292-2050
www.monroecc.edu/depts/finaid/index.htm

Electronic Learning Center
Brighton Campus-Building 11, Room 106
585-292-5267
www.monroecc.edu/depts/elc/index.htm

Adult and Experiential Learning Center
Brighton Campus, Career Center-Building 3, Room 108
585-292-2016
www.monroecc.edu/depts/careercenter/adult_exp/index.htm

Damon City Campus Student Services Center
228 East Main Street, Rochester, NY 14604
585-262-1740
www.monroecc.edu/depts/dstuserv/



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(585) 292-2248
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