

“Let The Career Center Work For You”

RESUMES ON FILE

When employers contact the Career Center looking to hire students or alumni in your field... don't you want them to have your resume???

We Do!!

Throughout the year, employers contact the Career Center seeking to interview and hire qualified MCC students and alumni. Get **YOUR** resume on file in the Career Center before the next employer calls!

Here's How...



1. Have your resume critiqued by one of our career counselors - use our 48 hour resume critique service.
2. Make the necessary changes to your resume... resubmit.
3. Fill out the “Resume On File Release Form” and drop it off with a clean copy of your resume at the Career Center. You will be contacted prior to your resume being sent to an employer.
4. Resumes are kept on file until the end of the academic school year, at which time you will be contacted and asked to submit an updated version.

For information please call x2248 or stop by the Career Center.

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585-292-2248 • Monday - Friday 8:00am - 4:45pm
www.monroecc.edu/go/careercenter

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CENTER