

## STUDENT SERVICES

### Career Counseling Appointments:

- Major and Career Exploration
- Career Assessment Interpretation
- Resume & Cover Letter Assistance
- Job/Internship Search Assistance
- Mock Interviews
- Graduate School Assistance

### Workshops (offered throughout the fall and spring terms):

- Start or Perfect Your Resume & Cover Letter
- Successful Interviewing
- “Major Confusion” - Workshop for Undecided Students
- Preparing for an Internship
- How to Get Hired and Not Fired!
- Are you LinkedIn? Build Your Profile!
- Job Fair Prep

### Events:

- Fall Job Fair (September) - Network with companies and learn about local, statewide, and national job and internship opportunities.
- Major and Graduate School Fair (October) – Meet with representatives from CMU academic departments to find out about majors, minors, and certificate programs, as well as employment possibilities, graduate school, and research opportunities; speak with graduate schools about their master and professional programs.
- Etiquette Dinner (October or November) – Enjoy a five-course meal guided by an etiquette expert while learning proper dining etiquette and interviewing skills to utilize in professional and formal settings.
- Spring Career Connections Fair (March) - Network with companies and learn about local, statewide, and national job and internship opportunities.
- Teacher Job Fair (March) – Meet and interview with school districts for K-12 teaching positions.

## FACULTY AND STAFF SERVICES

### On-Campus Job Posting:

- Post your on-campus (student) jobs to Handshake – request a PDF guide or in-person training.

### Professional Development Presentations:

- Request a classroom, club, or staff professional development training on any career-related topic – common requests include *Resume and Cover Letter Writing*, *Interviewing Skills*, and *Career Management/Professionalism*.

## EMPLOYER SERVICES

### Career Fairs:

- Career Connections Career Fair - Held in March in the University Center, for students, alumni, and community members. This fair provides a venue for job seekers to meet and/or interview with a variety of different companies about employment opportunities that are available locally in the surrounding areas, and nationwide.
- Fall Job Fair - Held in September and is designed to meet students' employment needs during the academic year. Students will be interested in learning about employment both full and part-time; as well as internship, scholarship, career, and volunteer possibilities with various companies. Don't forget that we have December graduates who will be looking for employment
- Teacher Job Fair - Held in March in the University Center for Teacher Education students, alumni, and community teachers. At this fair, candidates meet formally with school districts, learn about their hiring needs, and schedule interviews. This is an annual fair that allows school districts to interview students from several endorsement areas.

For more information about the fairs, visit <http://www.coloradomesa.edu/career/students/fairs> or call 970-248-1404.

### Listing Job and Internship Opportunities:

Career Services utilizes [Handshake](#) - a modern platform for college recruiting. Handshake offers employers many great features like:

- A user-friendly template for online job and internship postings.
- The ability to post opportunities at several campuses in addition to CMU at no extra cost; you'll only need one account to access all other participating schools and their job boards.
- A mobile experience - update your job/internship postings, view applicants, and more all while on-the-go using Handshake's responsive design.

Create your employer account on Handshake by visiting <https://app.joinhandshake.com/register>, and then select the "Employer" account from the options presented.

### On-Campus Recruiting Program:

Career Services personalizes the recruiting experience for each company. If you have special recruiting needs, please do not hesitate to ask. We will be happy to help you fill your job openings with our students or alumni. Our staff is here to assist you, and there is no fee to utilize our services. Access our services by calling 970-248-1404 and arranging a date. We ask for three to four weeks' notice to provide the best service.

The following services are available by request:

- Arrange a recruitment table, an information session, or an interview room in the University Center, and schedule use of special equipment (computer and projector screens, microphone).
- Schedule student interview times based on your request.
- We will send an email to students announcing your visit and post it to our website and TV monitors for more visibility.