

# NASSAU COMMUNITY COLLEGE

DEPARTMENT OF STUDENT PERSONNEL SERVICES • ACADEMIC STUDENT SERVICES

## CAREER GUIDE

2013-2014



A VALUABLE RESOURCE FOR YOUR  
ACADEMIC AND PROFESSIONAL GOALS

Where Success Starts...And Continues



# NASSAU COMMUNITY COLLEGE

## Career Development Service Area

Department of Student Personnel Services

Academic/Student Services

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Dear NCC Student,

If you are like most college students today you are concerned about finding a meaningful and satisfying career and you are concerned about your future. We hope you find the Career Guide a valuable and helpful resource as you continue your academic journey, explore career opportunities, make career decisions and enter the world of work. The Career Guide is the result of a collaborative effort involving the Career Counseling Center, the Transfer Office and the Job Placement Office, all divisions of the Department of Student Personnel Services. Our mission is to assist you through the career/life planning process so that you can excel academically and in the professional field to which you aspire.

This handbook contains guidelines and suggestions about your educational and career planning as well as important information about programs and services available. We encourage and invite you to visit our offices, utilize our services, and meet with our faculty, who will be happy to respond to your individual career needs.

Finding a meaningful and satisfying career takes time, energy and effort, and it involves your active participation; so take action! Be open to new experiences and engage in a variety of experiences during your college career. Expect to make some mistakes but use them as learning experiences. Use this guide and visit us. We wish you much success in your career endeavors and look forward to helping you design your futures.

Sincerely,

A handwritten signature in black ink that reads 'Connie Egelman'. The signature is written in a cursive, flowing style.

Connie Egelman  
Professor, Department of Student Personnel Services  
Coordinator, Career Development

**Career Development Service Area**  
Department of Student Personnel Services–Academic/Student Services

**GENERAL INFORMATION**

**Career Counseling Center**

Nassau Hall (M) – Room 14

516-572-7696 (phone)

516-572-7695 (fax)

[www.ncc.edu/careercounseling](http://www.ncc.edu/careercounseling)

**Job Placement Office**

Nassau Hall (M) – Room 39

516-572-7132 (phone)

516-572-7820 (fax)

[www.ncc.edu/jobplacement](http://www.ncc.edu/jobplacement)

**Transfer Counseling Office**

Nassau Hall (M) – Room 4A

516-572-7127 (phone)

516-572-7646 (fax)

[www.ncc.edu/transfercounseling](http://www.ncc.edu/transfercounseling)

For further information about programs and/or special events, visit our offices, call us or visit us at each of our web sites.

**CALENDAR OF EVENTS 2013-2014**

**CAREER COUNSELING CENTER,  
516-572-7696**

**Career Center Open House**

Thursday, September 26, 2013, 11:30 a.m.

Join us at the Student Activities Fair in The College Center Building, Multi-purpose room

**“Career Planning for the First Year Student”**

Thursday, October 3, 2013, and

Thursday, February 6, 2014,

11:30 a.m., Nassau Hall, M-14

**“What’s Your Type? Personality Style and Career Choice”**

Thursday, October 10, 2013, 11:30 a.m., Nassau Hall, M-14

**“Career Pathways for Liberal Arts Students”**

Thursday, October 31, 2013, 11:30 a.m., Nassau Hall, M-14

**“Focus on Your Career”**

Thursday, November 7, 2013, 11:30 a.m., Nassau Hall, M-14

Tuesday, November 19, 2013, 5:30 p.m., Nassau Hall, M-14

**“Major Choices: Connecting Majors to Careers”**

Tuesday, February 11, 2014, 5:30 p.m., Nassau Hall, M-14

**Lunchtime Career Seminar Series:**

***Careers That Make a Difference***

**“Career in Education, Social Work and Human Services”**

Thursday, March 6, 2014, 11:30 a.m., Nassau Hall, M-14

**“Career in Health Care”**

Thursday, March 13, 2014, 11:30 a.m., Nassau Hall, M-14

**“Careers in Public Service and Non-Profit”**

Thursday, March 20, 2014, 11:30 a.m., Nassau Hall, M-14

**“How to Overcome Your Fear of Networking”**

Tuesday, April 8, 2014, 11:30 a.m., Nassau Hall, M-14

**Special Evening Event**

**“Networking for Career Success”**

Thursday, April 24, 2014, 5:30 – 7:30 p.m., CCB 252-253

**JOB PLACEMENT OFFICE,  
516-572-7132**

**Open House**

Thursday, September 26, 2013, 11:30 a.m.

Join us at The Student Activities Fair in The College Center Building, Multi-purpose room

**Resume/Correspondence Workshops**

Tuesday, November 12, 2013, 11:30 a.m., and

Tuesday, March 11, 2014, 11:30 - 12:45, p.m., Nassau Hall, M-14

**Interview / Dress for Success Workshop**

Tuesday, November 26, 2013, 11:30 - 12:45p.m., and

Tuesday, March 18, 2014, 11:30 - 12:45p.m., Nassau Hall, M-14

**Mock Interviews**

Wednesday, April 9, 2014, by appointment, Nassau Hall, M-39

**Job Fair**

Thursday, April 10, 2014, 10:30 a.m. - 1:30 p.m., P Building, Field House

**TRANSFER COUNSELING,  
516-572-7127**

**Transfer Information Program**

Thursday, October 17, 2013, 11:30 a.m., CCB 252-253

**Annual Transfer Day**

Tuesday, October 25, 2013, 10:00 a.m. - 2:00 p.m., P Building, Field House

**Transfer Office-Nursing Program**

Tuesday, November 12, 2013, 11:30 a.m., CCB 252-253

**Evening Transfer Program**

Thursday, March 13, 2014, 4:30 – 7:30 p.m., CCB Multipurpose Room

**Allied Health Program**

Thursday, April 17, 2014, 11:30 a.m., CCB 252-253



## The Top Ten Reasons to Visit the Career Counseling Center, Job Placement, and Transfer Offices

10. *You'll be able to answer the inevitable question, "What do you want to be when you grow up?"*  
The **Career Counseling Center** can assist you to explore your career options and choose a major.
9. *You can connect and hang out with people who can actually help you learn about the realities of the work world.*  
At the **Career Counseling Center**, you can find out how to conduct information interviews and utilize our Career Resource Network of faculty and working career professionals.
8. *You can "just do it" here...research that is.*  
All of our offices can provide you with internet resources, literature, videos and information about your academic and career plans.
7. *You can always get a free lunch (or snacks) at one of our special events.*  
See our calendar of events to find out where your next meal is coming from.
6. *You can get noticed...*  
By preparing a professional looking resume, cover letter, and by practicing interviewing skills (with help from the **Job Placement Office**).
5. *You can get experience...*  
You can find meaningful employment, volunteer or internship experience by checking out what's available at the **Job Placement Office**.
4. *You don't have to go far to meet with employers and colleges.*  
Job and transfer opportunities are available right here on campus. Check with the **Job Placement** and **Transfer** offices for upcoming visits by employers and colleges.
3. *It doesn't get any easier than this!*  
Get help and advice with your transfer applications from the **Transfer Office**. Applications, catalogues and scholarship information are all there for you.
2. *We are open 24/7!*  
You can visit us online at [www.ncc.edu/careercounseling](http://www.ncc.edu/careercounseling), [www.ncc.edu/jobplacement](http://www.ncc.edu/jobplacement), [www.ncc.edu/transfercounseling](http://www.ncc.edu/transfercounseling).

### And the Number One reason to visit our offices...

1.  *It's the best bargain in town!* It's all **FREE** for NCC students. 

## A Message from the Career Counseling Center

Planning your career can be one of the most exciting and enriching times of your life. Career planning is a process that enables you to learn more about you and who you are becoming. This self-knowledge, when put together with an understanding of the world of work helps you to make informed decisions and to take action. The counselors at the Career Counseling Center can help you discover a variety of career possibilities that are appropriate for you.



**Professor Connie Egelman, Professor Darren Petronella, and Professor Laura Smith**

### THE CAREER COUNSELING CENTER OFFERS THE FOLLOWING SERVICES AND RESOURCES TO NASSAU COMMUNITY COLLEGE STUDENTS

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#### **INDIVIDUAL CAREER COUNSELING**

Counseling may involve the exploration and analysis of a student's interests, skills, values and personality characteristics. Assistance is given in setting appropriate short and long-term career goals.

#### **GROUP COUNSELING SESSIONS**

Students are invited to sign up for special group counseling programs such as "Career Planning for the First Year Student" and "Major Choices: Connecting Majors to Careers? Our group workshops are scheduled throughout the academic year.

#### **FREE VOCATIONAL TESTING AND INTERPRETATION**

There are no magic answers to be found in career inventories and tests, but if you are having difficulty determining your interests, values and skills and are unsure how these may relate to specific career possibilities, you may find taking some of the career assessment tools available at the Career Center helpful.

#### **CAREER INFORMATION CENTER**

Students are welcome to use the Career Information Center to conduct career research. The center contains reference materials, books on a variety of career fields, media and internet resources for career research.

#### **CAREER CENTER WEB SITE**

Can't visit us in person? Visit us online at [www.ncc.edu/careercounseling](http://www.ncc.edu/careercounseling) to find out about our programs, events and resources, to learn more about the career planning process, to connect with a counselor and to link to additional online resources.

#### **CAREER RESOURCE NETWORK**

One of the most effective ways to learn more about a career is to conduct an information interview with individuals working in a career field that interests you. The Career Resource Network was established to provide students with the opportunity to interview faculty and successful alumni representing a variety of career fields. Students interested in conducting an informational interview are encouraged to contact one of the career counselors for a referral. Pick up one of our Career Network Brochures for suggestions and tips on how to use the network.

#### **SERVICES FOR FACULTY – CLASSROOM PRESENTATIONS/CAREER CENTER VISITS**

Faculty may arrange class visits to the center or may request classroom workshops on the following topics: career exploration, career planning and assessment, personality type and career, values clarification, and researching careers using the internet.

# Debunking Common Career Myths

Having career myths or misconceptions about careers can cause you to overlook many possibilities or limit your options. How can you keep myths from derailing your career? First you need to recognize them and understand that these beliefs can interfere with or limit your ability to develop career goals and expand your options. You will need to look beyond your misconceptions and uncover the realities by gathering facts from reputable sources.

**Consider the following statements.  
Are they myths or realities? Read below to find out.**

**#1. "THERE IS ONE PERFECT JOB FOR ME."**

**Myth:** There are many possible careers that can be satisfying to you and make you happy. Once you have identified what your interest, skills and values are, you will find that there are a number of occupations that are potential good "fits."

**#2. "MY CAREER HAS TO MATCH MY MAJOR."**

**Myth:** Unless you are planning to enter a field that requires specific technical skills, most employers look for employees who possess skills and experiences that are related to the job. Most jobs don't specify which college major is needed. One major can lead to many different careers. So, work on developing your skill set, and get involved in student activities, internships and part time/summer employment that interest you.

**#3. "TAKING A CAREER ASSESSMENT OR VOCATIONAL TEST WILL TELL ME EXACTLY WHAT CAREER IS RIGHT FOR ME."**

**Myth:** While career assessments can provide you with valuable self knowledge and point out a variety of career options to explore, no test will provide you with a "perfect" match. It is always helpful to discuss any assessments that you take with a career counselor.

**#4. "LIBERAL ARTS, HUMANITIES AND SCIENCE MAJORS ARE USUALLY UNEMPLOYABLE AFTER COLLEGE."**

**Myth:** These majors help students to develop very valuable "transferrable" skills in areas such as writing, communication, research, problem solving and critical thinking. These basic skills can be transferred and utilized in many different areas. Visit the Career Counseling Center to learn more about the transferrable skills you are developing and learn how to apply them to the world of work.

**#5. "I NEED TO MAKE THE RIGHT CHOICE BECAUSE I WILL BE IN THIS CAREER FOR THE REST OF MY LIFE."**

**Myth:** Career planning is an on-going process. Over your career lifetime you will be re-evaluating your career plan several times. According to statistics, most people will change jobs 5-7 times and change their career direction 3-5 times. Think about it, many occupations that will be available in the future don't even exist yet! Your career choice should be based on what's best for you now, keeping in mind that you will need to evaluate and re-evaluate that career decision over time.

**#6. "THE BEST PLACE TO START LOOKING FOR AN OCCUPATION IS WHERE EMPLOYERS ARE HIRING NOW."**

**Myth:** While job trends can be useful, they shouldn't be the only consideration when making a career choice. Remember, that the job market fluctuates continuously due to economics, technological advances, and labor supply. Even though a field may be competitive, or may have limited openings, there are other things you can do to make yourself more marketable to an employer. To learn how to conduct a more effective job search, you can visit the Job Placement Office in Nassau Hall, room 39

**#7. "MY FAMILY, FRIENDS AND TV SHOWS ARE THE BEST SOURCES FOR CAREER ADVICE."**

**Myth:** While seeking advice from friends and family may be useful and learning about careers from TV may offer you certain impressions about a field, the advice and impressions can sometimes be misleading. Before you decide to pursue any career field it is important to get accurate facts and information about that field. Check out the resources at the Career Counseling Center and or speak to a career counselor to get the facts.

The Career Counseling Center can help you debunk any career myths you may have. To get started, read the section of our guide called, "Career Planning in Three Easy Steps." Then complete the Career Party Quiz to learn more about yourself. You may also want to do additional research on careers by visiting some of the career related web sites we've identified in this guide. We encourage you to make an appointment with one of our counselors or to visit us in our office in Nassau Hall, room 14.

# CAREER PLANNING IN 3 EASY STEPS!!

## ➔STEP 1– KNOW YOURSELF AND ENGAGE IN SELF-ASSESSMENT

This means that you need to identify your interests, strengths, work values and personality style.

### ASK YOURSELF THE FOLLOWING QUESTIONS

- How do I like to spend my time? What are my hobbies?
- What activities do I find fun and satisfying?
- What are my favorite subjects? In what subjects do I excel?
- What do I do well? What are my talents and skills?
- What is really important to me in a career (working with people, leadership, independence, etc.)?
- In what kind of work environment would I feel most comfortable?
- What adjectives would I use to describe myself (outgoing, quiet, artistic, competitive, organized, helpful, practical, curious, expressive, energetic, etc.)?

**NEED HELP?** Make an appointment to see a career counselor. You can take a vocational interest inventory, available at the Career Counseling Center or spend time working on “Focus,” a career planning internet based program available at the Career Counseling Center, Nassau Hall(M), Room 14. Consider taking SPS 102, a 3 credit elective course in Career Exploration.

## ➔STEP 2– EXPLORE THE WORLD OF WORK, RESEARCH CAREERS AND RELATED MAJORS THAT INTEREST YOU

- Take coursework that interests you or that may be related to a career field you’d like to explore.
- Visit the Career Counseling Center for information and read about the fields that interest you. Spend some time on line visiting the recommended sites suggested by the Career Counseling Center.

### SOME HELPFUL RESOURCES IN OUR CENTER INCLUDE:

- The Occupational Outlook Handbook
- The Guide to Occupational Exploration
- O\*Net Dictionary of Occupational Titles
- College Majors and Careers
- “Focus,” an internet based career planning program
- Other career specific books on a variety of career fields
- Career Videos (our listings of books and videos is available on our web site)

### WHEN READING AND RESEARCHING, GATHER THE FOLLOWING INFORMATION

- What are the tasks, duties and responsibilities related to the work?
- What are the working conditions and work environment like? What kinds of employers hire people in this field?
- What kind of coursework, training, skills, licenses or certifications are required to do this work?
- What are the typical starting salaries? Are there opportunities for advancement?
- What is the job outlook?
- What other careers are related to this work?

**CAN’T GET TO OUR OFFICE?** Visit the Career Counseling Center web site online at [www.ncc.edu/careercounseling](http://www.ncc.edu/careercounseling). We have links to a variety of web sites that can help you gather information about many career fields.

Other career related information is available to you at the NCC library as well as at your local library. Check out the **Lib Guide on Careers** on the NCC library web site. Consult with a reference librarian who can help you locate trade journals, magazines and professional association related to your field of interest.

## ➔STEP 3– TAKE ACTION

- Schedule an appointment with a career counselor at the NCC Career Counseling Center, Nassau Hall (M), Room 14, to discuss your options and to develop a plan.
- Use course electives to explore different careers and to test your skills.
- Get involved in campus activities and organizations that are related to your interests and that will help you to develop skills appropriate to your fields of interest.
- Seek part-time work, internships or volunteer experiences that will provide you with an opportunity to learn about a profession and to develop necessary skills.
- Develop your communication, self-management and technology skills. Employers seek people who can think, express themselves well orally and in writing, and who can get along well with others. Basic computer skills are a must. Employers want employees who are dependable, reliable, organized and manage their time well. Work on developing a professional image, which exudes confidence and a positive attitude. Take courses, attend workshops and get involved in activities that will help you develop these skills.
- Build your network. Interview faculty, family, community members and professionals in fields that interest you.
- Consider taking SPS 202 Career Management (3 credits) to learn about effective resume and cover letter writing, networking strategies and etiquette skills.

**NEED CONTACTS?** Visit the NCC Career Center to obtain contacts through our Career Resource Network

- Stop by the Career Counseling Center, Nassau Hall (M), Room 14, to pick up a brochure to learn how the network works and to learn more about information
- Attend career related workshops, programs and special events. Check the Career Counseling Center brochure and website for upcoming events.

### REMEMBER

*Be patient. Choosing a career doesn't happen magically. It is a process that occurs over time. As you learn more about yourself and the world of work, it will become easier to identify possible career options that are meaningful and satisfying to you.*







*The Career Counseling Center wishes you good luck as you begin your career journey!*



# Take the “Career Party” Quiz

Put your interests and personality to work for you! Very often, the key to a successful career is “doing what comes naturally.” Are you a born scientist, salesperson, or teacher? To find out more about your “occupational type” and to learn how you can apply this to choosing the right career for you, complete the following quiz.

Pretend you are at a party where people with similar personalities and interests gather in small groups. Read through each group’s description and then select which group(s) is most like you.

TYPE		DESCRIPTION
<b>The “Doers”</b> <i>Realistic</i>		Robust, rugged, physically strong, practical, good motor coordination, mechanical, like the outdoors, like to work with machines or tools, uncomfortable in a social setting.
<b>The “ Thinkers”</b> <i>Investigative</i>		Task oriented, get all wrapped up in their work, like to learn, investigate, analyze, solve problems, like to work independently, dislike repetitive activities, introspective and not social, don’t think of themselves as leaders.
<b>The “Creators”</b> <i>Artistic</i>		Creative, imaginative, intuitive, original, dislike rules, deal with problems through self-expression in the arts (painting, writing, dancing, music, etc.) not assertive, sensitive and emotional.
<b>The “Helpers”</b> <i>Social</i>		Sociable, responsible, humanistic, like to work in groups, have verbal and interpersonal skills, like to cure, train, develop or enlighten others, people oriented.
<b>The “Persuaders”</b> <i>Enterprising</i>		Strong leaders, like power, status, enjoy making things happen, like to influence or persuade others, aggressive, popular, self-confident, value money and material possessions.
<b>The “Organizers”</b> <i>Conventional</i>		Like clear-cut, definite situations, conscientious, efficient, practical, like to work with data, have clerical or numerical ability, orderly, calm, dependable, like carrying things out in detail or following through on other’s instructions.

Look at the chart below to find suggested coursework and examples of occupations that match your type. Visit the Career Counseling Center to find out about your type, for an expanded list of occupations and detailed information about these career fields. Now take the next step. Complete a similar activity online at <http://careerzone.ny.gov>. Once you have selected your groups, the web site will present you with a list of career titles to explore. In addition, the site will provide you with detailed information about each of these occupations, and training opportunities as well as career videos.

TYPE	SUGGESTED MAJORS/COURSEWORK	EXAMPLES OF OCCUPATIONS
<b>The “Doers”</b> <i>Realistic</i>	Civil and electrical engineering, computer repair, criminal justice, physical education, telecommunications technology, radiologic technology, construction management	Engineer, police officer, physical education teacher, professional athlete, firefighter, military personnel, electrician, plumber, carpenter, veterinarian, radiologic technician
<b>The “ Thinkers”</b> <i>Investigative</i>	Science, computer science, psychology, allied health sciences, math	Biologist, nurse, physician, psychologist, computer programmer, economist, statistician
<b>The “Creators”</b> <i>Artistic</i>	Art, communication arts, media, commercial art, fashion design, interior design, music, photography, theater	Actor, writer, graphic designer, interior designer, fashion designer, photographer, journalist, English teacher, musician, editor, film producer, broadcaster
<b>The “Helpers”</b> <i>Social</i>	Social work, sociology, education, psychology, nursing, criminal justice	Social worker, teacher, counselor, nurse, human services worker, occupational therapist, speech pathologist
<b>The “Persuaders”</b> <i>Enterprising</i>	Business administration, public relations, advertising, hospitality management, political science, law, finance, marketing, public speaking	Lawyer, politician, financial planner, advertising executive, public relations director, sales representative, hotel manager, marketing manager, real estate broker, insurance agent
<b>The “Organizers”</b> <i>Conventional</i>	Paralegal, accounting, office technology, banking, finance, medical transcription	Accountant, bookkeeper, paralegal, financial analyst, medical records technician, administrative assistant

## Some Helpful Career Related Web Sites

The following are some of the web sites can be directly linked from our web page:  
([www.ncc.edu/careercounseling](http://www.ncc.edu/careercounseling) click “Links”) Visit us online for a complete listing of suggested web sites.

### CAREER ASSESSMENT WEB SITES

**The Career Key** — <http://www2.ncsu.edu/unity/lockers/users/l/lkj/>

This site contains a questionnaire that helps you identify your interests, abilities and values. Based on the three-letter code results, you can research career possibilities. The site links its list of occupations directly to the Occupational Outlook Handbook, and by clicking on any title, you are given a detailed description.

**The Princeton Review Quiz** — <http://www.review.com/career/careerquizhome.cfm?menuID=0&careers=6>

This site has a short questionnaire that will give you a general description of your interests, skills, and preferred style as well as a list of careers that all of this points to, chosen from a list in the Princeton Review’s Guide to Your Career. There is also a detailed description of each career online.

**Personality Type** — [www.personalitytype.com](http://www.personalitytype.com)

This site contains a brief questionnaire, that allows you to explore your “type” and relate it to career possibilities.

### GOVERNMENT WEB SITES FOR CAREER RESEARCH

**Occupational Outlook Handbook** — [www.bls.gov/oco](http://www.bls.gov/oco)

This site is a direct link to the US Department of Labor’s current edition of the Occupational Outlook Handbook.

**New York State Department of Labor, Career Zone** — [www.nycareerzone.ny.gov](http://www.nycareerzone.ny.gov)

This NYS site provides a variety of information related to careers and the career planning process.

**My Next Move** — [www.mynextmove.org](http://www.mynextmove.org)

This easy to use site gives one-page snapshot summaries of careers and then can link to more detailed information on O\*Net.

### OTHER HELPFUL WEB SITES

**University of Delaware** — [www.udel.edu/csc/mrk.html](http://www.udel.edu/csc/mrk.html)

Check out the “Major Resource Kits,” which link academic majors to career alternatives.

**Florida State University** — [www.career.fsu.edu/ccis/matchmajor/matchmenu.html](http://www.career.fsu.edu/ccis/matchmajor/matchmenu.html)

Go to the “Match Major Sheets” section for a listing of careers by major, with additional links to professional associations.

**Career Journal** — [www.careerjournal.com](http://www.careerjournal.com)

This Wall Street Journal site has current workplace and industry articles, helpful research and job search tools, and a resume posting service.

**Vault** — [www.vault.com](http://www.vault.com)

This site hosts comprehensive career information pertaining to industries and specific company information.

## **A Message from the Job Placement Office**

Today's workplace continues to change. Increased job competition and an uncertain economy require job candidates to be well prepared and also flexible. Developing a portfolio of transferable and technical skills will help entry-level candidates, as well as experienced job seekers, to succeed. Our office provides you with lifetime job placement assistance and an online job posting service. We wish you all the best in your personal and professional lives.



**Professor Henry Williams and Professor Laurie Joseph**

### **Six Steps to a Successful Job Search**

1. Engage in self-assessment. Identify your interests, values, personality style and preferred work environment. Define your short-term and long-term career objectives. The Career Counseling Center, located in Nassau Hall, Room 14, can help you with this step.
2. Conduct research in your prospective career. Investigate the field that you will be working in. Find out about the industry, in addition to doing company research and exploring various job titles. Use the Career Counseling Center's research library, the NCC library and your local library. Conduct searches on the Internet and speak to people who are working in the field.
3. Prepare a resume. The Job Placement Office offers you both individualized assistance and group workshops on resume preparation.
4. Begin your job search campaign. A cover letter will need to be developed for every position to which you apply. Utilize a variety of job search methods including: classified ads, contacting employers directly, the Job Placement Office's programs, networking (through professional organizations, family, friends and faculty), temporary or permanent staffing firms, employment web sites, company home pages and career fairs.
5. Practice interviewing and then begin to interview for positions. The Job Placement Office can help to prepare you for interviewing by providing you with sample questions, mock interviews and interview workshops.
6. Follow-up. A follow-up thank you letter should be sent within a few days of having an interview. Follow-up inquiries about your candidacy are appropriate, unless the employer states that they will get back to you. Keep track of all of your job search activities.

## Interview Tips

- Plan on arriving ten to fifteen minutes early.
- Practice the commute, if necessary.
- Be enthusiastic, keep a positive attitude and smile.
- Use a firm handshake when greeting and thanking the interviewer.
- Maintain strong eye contact, watch your posture and avoid vocalized pauses.
- Never answer with just a yes or no response.
- State why the answer is yes, or no. (Give a detailed explanation or provide examples.)
- Ask questions that you have prepared beforehand, based on conducting your research.
- Ask questions about what the interviewer says during the interview.
- Use the STAR technique for answering behavioral questions. (Give an example describing the Situation, Tasks, Actions and Results.)
- Don't chew gum, eat candy or smoke cigarettes.

## Questions Frequently Asked by Employers

- Can you tell me about yourself?
- How would a friend describe you?
- What is your major weakness?
- Why should we hire you?
- What are your major accomplishments?
- What is your long-term career goal?
- What is most important to you in a job?
- Do you plan on continuing your studies?

## Questions to Ask Employers

- What are the main job responsibilities?
- Can you describe the departmental structure?
- How does your company develop its employees?
- What are the company's main priorities for the next few years?
- What is the budget for this department?
- Who would my supervisor be?
- How long has this position been in existence?

## Interview Attire for Women

- Wear a suit with a jacket.
- Fabric quality is important.
- Conservative styles and colors are recommended for most fields.
- Wear neutral colored hosiery.
- Shoes should have a low/mid-sized heel. Dark colors and classic styles are best.

## Interview Attire for Men

- Wear a suit for most positions and industries.
- Conservative styles are preferred.

- White or blue shirts are recommended, but color varies by position and industry.
- Shoes should be dark in color and conservative in style.
- Dark dress socks should be worn, not athletic socks.
- Silk ties are recommended; earrings and excessive jewelry are not.

## Dress for Success Tips

- Dress to impress.
- Look professional and appropriate.
- Image is everything.
- Hair styles should be well-groomed.
- Fingernails should be clean and trimmed.
- Any cologne or perfume worn should be minimal.
- Pockets should be empty, with no bulges or coins jingling.
- Shoes should be clean and polished.
- Briefcases styles include clutch, strap or handle.
- Make sure your suit is clean and wrinkle-free. Dry cleaning is best.
- Nose rings and eyebrow rings are not recommended.

## Web Sites for Job Seekers

[www.about.com/careers](http://www.about.com/careers)

[www.granted.com](http://www.granted.com)

<http://hotjobs.yahoo.com>

<http://nyjobsources.com>

[www.labor.state.ny.us](http://www.labor.state.ny.us)

[www.JobHuntersBible.com](http://www.JobHuntersBible.com)

[www.bluesuitmom.com](http://www.bluesuitmom.com)

[www.careerbuilder.com](http://www.careerbuilder.com)

[www.careerplanning.about.com](http://www.careerplanning.about.com)

[www.collegegrad.com](http://www.collegegrad.com)

[www.dressforsuccess.org](http://www.dressforsuccess.org)

[www.etiquettepro.com](http://www.etiquettepro.com)

[www.fashionsavvy.com](http://www.fashionsavvy.com)

[www.handbag.com](http://www.handbag.com)

[www.markpoint.com](http://www.markpoint.com)

[www.mediajobmarket.com](http://www.mediajobmarket.com)

[www.monster.com](http://www.monster.com)

[www.symsdress.com](http://www.symsdress.com)

[www.thepetitewardrobe.com](http://www.thepetitewardrobe.com)

[www.visualplanning.com](http://www.visualplanning.com)

[www.wardrobeimage.com](http://www.wardrobeimage.com)

## Disclaimer

These web sites contain useful information on job openings and the job search process. They are not necessarily endorsed by Nassau Community College.



## Sample Cover Letter

**JULIO MENDEZ**  
000 XYZ Street  
New Hyde Park, NY 11040  
(516)111-0000  
mediapro@xmail.com

February 2, 2013

Ms. Betty Smith  
Human Resources Director  
Abel Direct  
00 Nowhere Street  
New York, NY 11111

Dear Ms. Smith:

Please consider my application for the sales assistant position that is currently open at Abel Direct. I am responding to your advertisement in the February 2nd issue of Newsday.

Currently, I am interning at USA Mail Direct in Westbury, where I am responsible for cold-calling and assisting with the compilation of market research data. This experience, in addition to the courses that I have taken in my marketing program at Nassau Community College, has prepared me with the skills and knowledge necessary for a challenging career in direct marketing. Additionally, I have learned firsthand how to effectively handle customers and their demands through my part-time teller position at Brooklyn Bank. I have a very outgoing personality and possess outstanding persuasive and follow-up abilities.

I would appreciate the opportunity to speak with you further about this position. To schedule an interview I can be contacted at the phone number and email address listed above. Thank you for your time and attention to this correspondence.

Sincerely,

*Julio Mendez*

Julio Mendez

Enc.

## Sample Entry-level Resume

(Additional sample resumes are available at the Job Placement Office.)

### **JULIO MENDEZ**

000 XYZ Street  
New Hyde Park, NY 11040  
(516)111-0000  
mediapro@xmail.com

#### OBJECTIVE

Entry-level media position that will utilize my strong interpersonal and production skills.

#### EDUCATION

Nassau Community College, Garden City, NY  
Associate of Arts Degree in Media, May 2012, G.P.A. 3.2

#### RELATED COURSES

Radio Television Production I and II, Film Production, Photography, Television Journalism, Global Media and Documentary Media.

#### RELATED EXPERIENCE

Nassau Community College, Garden City, NY, Audio/Visual Dept.

Student Aide 2010- 2012

- Handled the set-up and breakdown of audio/visual equipment for classes, meetings and special events.

RGB Productions, Garden City, NY

Summer Intern 2010

- Acted as Production Assistant for an industrial training video.
- Set up equipment for daily shoots.
- Assisted designers and technicians with lighting, sound and special effects.

#### ADDITIONAL EMPLOYMENT

Nassau Community College, Garden City, NY, Physical Science Dept.

Student Aide 2009

- Handled over fifty student inquiries on a daily basis.
- Performed various clerical duties for staff and faculty including reception and filing.
- Utilized MS Word to type correspondence.
- Performed data-entry.

#### SKILLS/ACTIVITIES

- MS Word, Access, Excel, data entry, Type 55 w.p.m.
- Fluent in Spanish, knowledge of Italian
- Secretary/Vice-President of the Programming Board at Nassau Community College

## Sample Thank You Letter

**JULIO MENDEZ**  
000 XYZ Street  
New Hyde Park, NY 11040  
(516)111-0000  
mediapro@xmail.com

February 2, 2013

Mr. John James  
Vice President  
XYZ Management Incorporated  
000 Garden Street  
Garden City, NY 11530

Dear Mr. James:

Thank you for meeting with me yesterday to discuss the management position that is currently vacant at your company. I am highly interested in this position and hope that you will consider me as a strong candidate for it.

You mentioned that you are looking for a candidate who has managed diverse functions and has handled many different operational tasks. Over the eight years that I have been in business management, I have been successful at handling staffing, training and supervision at a company with 100+ employees. I've had diverse experiences that have enabled me to develop innovative approaches to management in the areas of operations and records management, office automation, budget analysis and teambuilding. Additionally, I have planned and implemented twelve different management development programs for my current firm. These programs were launched in an effort to introduce new customer service initiatives to professional staff members.

My unique combination of knowledge, skills and experience match those XYZ Management Incorporated is seeking in a candidate. I look forward to hearing from you soon.

Sincerely,

*Julio Mendez*

Julio Mendez

## **A Message from the Transfer Counseling Office...**

The Transfer Office would like to welcome all students to Nassau Community College. We invite you to come to our office in Nassau Hall, Room 4A, to become acquainted with the material we have for you. We have a large selection of catalogs from four-year schools. There is a collection of reference materials, including Lovejoy's College Guide, Peterson's College Guide, and the Barron's Books. Information is also available for financial aid for transfer students.



**Professor Jim Hoyt and Professor Molly Ludmar**

### **Transfer Services**

The Transfer Counseling Office provides individual and group transfer counseling for students who are interested in transferring from Nassau Community College to other institutions of higher education. We have a library for student use in the reception area that includes college catalogs, a computer, a video collection, applications for local colleges and universities, (SUNY) State University of New York applications, (CUNY) City University of New York applications, and a variety of reference books, manuals, and handouts.

### **Useful Transfer Information**

#### **SUNY**

The SUNY application fee is \$50.00 per school. Nassau graduates may have this fee waived by completing the appropriate section in the SUNY application. A maximum of four fee waivers is allowed. SUNY Application Processing Center's toll free number is 800-342-3811.

Web Site: [www.suny.edu](http://www.suny.edu)

Nassau's CEEB Code is 2563.

Nassau's SUNY Code is 61.

#### **CUNY**

All applications to CUNY must be done on line. Students should go to [www.cuny.edu](http://www.cuny.edu). The CUNY transfer application fee is \$70.00. CUNY applications should be sent (by the student) to:

CUNY Processing Center  
P.O. Box 359023  
Brooklyn, NY 11235

CUNY Phone number: 212-997-2869

Web site: [www.cuny.edu](http://www.cuny.edu)

### **Transcript Requests**

**There are two ways in which students can order an official Nassau Community College transcript:**

#### **INTERNET REQUEST**

Nassau Community College has partnered with Credentials, Inc. to accept transcript orders via the Internet through a secure site. With this service, students can:

- Order an academic transcript
- Check the status of your order
- Go to [www.ncc.edu](http://www.ncc.edu), click on the link for "transcript request" on the lower right hand side and follow steps

#### **IN PERSON**

Students may request their transcripts in person at the Office of the Registrar, located on the lower level of the Administrative Tower building (T Building).



## SUNY GENERAL EDUCATION REQUIREMENTS

Students who are considering a transfer to any four-year SUNY institution in any major are advised to fulfill at least 21 credits or seven of the ten categories of the SUNY General Education Requirements as a part of their Associate's degree at Nassau Community College. Any SUNY General Education Requirement that you do not fulfill at NCC must be completed at the four-year SUNY institution to which you transfer. Following are the ten categories of the SUNY General Education Requirements

- |                                |                                 |
|--------------------------------|---------------------------------|
| <b>I.</b> Mathematics          | <b>VI.</b> Other World Cultures |
| <b>II.</b> Natural Sciences    | <b>VII.</b> Humanities          |
| <b>III.</b> Social Sciences    | <b>VIII.</b> The Arts           |
| <b>IV.</b> American History    | <b>IX.</b> Foreign Language     |
| <b>V.</b> Western Civilization | <b>X.</b> Basic Communication   |

## THE FOLLOWING WEB SITES WILL BE USEFUL TO STUDENTS

**SUNY**  
[www.SUNY.edu](http://www.SUNY.edu)

**CUNY**  
[www.CUNY.edu](http://www.CUNY.edu)

**New York Private Colleges**  
[www.nycolleges.org](http://www.nycolleges.org)

**The Common Application**  
[www.commonapp.org](http://www.commonapp.org)

## GUIDELINES TO FOLLOW WHEN PLANNING YOUR TRANSFER FROM NASSAU COMMUNITY COLLEGE TO A FOUR-YEAR INSTITUTION

- Explore possible colleges to attend by visiting the Transfer Counseling Office to view our collection of catalogs and videos. You may also want to conduct a search of transfer colleges by utilizing the “Discover” software program located in the Career Counseling Center, Nassau Hall (M), Room 14.
- Select several colleges/universities that offer programs in your area of interest and be sure to check deadlines.
- Check the costs necessary to attend each of these institutions.
- Applications for admission to the state universities, city universities, and local colleges are available in the Transfer Counseling Office, Nassau Hall, Room 4-A. You must obtain all other applications directly from the colleges to which you plan to apply.
- Upon receipt of your applications, answer all questions and return the application before the deadline. Failure to do this will jeopardize your chance of acceptance.
- Some colleges require your high school transcript and SAT scores. If this information is requested, contact your high school guidance office and have a transcript mailed to the institutions of your choice.
- Check with the Transfer Counseling Office regarding recommendations to other colleges.
- Ask the Registrar's Office at Nassau Community College to forward your official transcript to the colleges to which you are applying.
- Check the transfer information published in the student newspaper, the Vignette. Check the calendars posted in strategic spots on campus. The calendars list the location, date, and time when representatives from other schools are scheduled to visit our campus. **Calendars are available in the Transfer Office.**
- Visit the Transfer Counseling Office in Nassau Hall (M), Room 4-A, for any additional transfer concerns you may have. Attend our group sessions; the sessions are held for students seeking information about the transfer process. The dates and location of these sessions are published in the Vignette and are listed on calendars posted in strategic spots around campus.

**Students should look for transfer information on**  
[www.ncc.edu/transfercounseling](http://www.ncc.edu/transfercounseling)

**Career Counseling Center**

Nassau Hall (M) - Room 14

**phone** 516.572.7696

**fax** 516.572.7695

[WWW.NCC.EDU/CAREERCOUNSELING](http://WWW.NCC.EDU/CAREERCOUNSELING)

**Job Placement Office**

Nassau Hall (M) - Room 39

**phone** 516.572.7132

**fax** 516.572.7820

[WWW.NCC.EDU/JOBPLACEMENT](http://WWW.NCC.EDU/JOBPLACEMENT)

**Transfer Counseling Office**

Nassau Hall (M) - Room 4A

**phone** 516.572.7127

**fax** 516.572.7646

[WWW.NCC.EDU/TRANSFERCOUNSELING](http://WWW.NCC.EDU/TRANSFERCOUNSELING)



One Education Drive  
Garden City, NY 11530

[WWW.NCC.EDU](http://WWW.NCC.EDU)