CAREER GUIDE

2018-2019

A VALUABLE RESOURCE FOR YOUR ACADEMIC AND PROFESSIONAL GOALS

Stay Close, Go Far.
TABLE OF CONTENTS

LETTER OF WELCOME ................................................................. 2

GENERAL OFFICE INFORMATION ......................................... 3

CALENDAR OF EVENTS ............................................................ 3

THE TOP TEN REASONS TO VISIT .............................................. 4

CAREER AND TRANSFER COUNSELING CENTER INFORMATION ........................................... 5

Career Counseling Services and Resources
  Debunking Career Myths
  Career Planning in 3 Easy Steps
  Career Planning Quiz
  Helpful Web Sites

Transfer Counseling Services and Resources
  General Transfer Information
  Transcript Requests
  SUNY General Education Requirements
  Helpful Web Sites

STUDENT PROFESSIONAL DEVELOPMENT AND EMPLOYER SERVICES ........................................... 11

  Student Professional Development Services and Resources
  The Job Search Process
  Preparing for the Interview
  Interview Dress Tips/Proper Attire
  Helpful Resources/Websites
  Sample Cover Letter and Resumes
  Sample Thank You Letter

INDEX OF ADVERTISERS ............................................................. 17

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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 and Transfer Counseling Center, and the Student Professional Development and Employer Services Office, all part 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. You can also access us online, 24/7, by visiting our websites, which provide you with information about our services, events, and valuable career related information.

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,

Connie Egelman
Professor, Department of Student Personnel Services
Career Development Service Area Facilitator
Career Development Service Area
Department of Student Personnel Services–Academic/Student Services

GENERAL INFORMATION

Career and Transfer Counseling Center
Nassau Hall (M) – Room 14
516-572-7696 (phone)
www.ncc.edu/careercounseling
www.ncc.edu/transfercounseling

Student Professional Development and Employer Services
Nassau Hall (M) – Room 39
516-572-7132 (phone)
516-572-7820 (fax)
www.ncc.edu/spd_employerservices

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 2018-2019

CAREER COUNSELING EVENTS

Career and Transfer Counseling Open House
Thursday, September 27, 2018,
11:30-12:45 p.m.
Join us at the Student Activities Fair in The to Building G, room 145

“Get Focused: Set up Your Personal Career Planning Account”
Tuesday, October 9, 2018,
11:30-12:45 p.m., Building G, room 145

“What’s Your Type? Personality Style and Career Choice”
Thursday, October 18, 2018,
11:30am-12:45 p.m., Nassau Hall, M-14
And
*Evening Activity Hour Presentation:
Tuesday, November 27, 2018,
5:30-6:45 p.m., College Center Building

“Crafting Your Career”
Tuesday, November 6, 2018,
11:30am-12:45pm, CCB, Atrium room

“Major Choices: Connecting Majors to Careers”
Tuesday, November 13, 2017,
11:30am-12:45 p.m., Nassau Hall, M-14
And
*Evening Activity Hour Presentation
Tuesday, February 5, 2019, 5:30-6:45 p.m.
College Center Building

Lunchtime Career Seminar Series:
Spotlighting Careers in Math, Technology, Business, Finance, Journalism and Communication

“Careers in Math and Technology”
Thursday, March 14, 2019,
11:30-12:45 p.m., Nassau Hall, M-14

“Careers in Business and Finance”
Thursday, March 21, 2019,
11:30-12:45 p.m., Nassau Hall, M-14

“Careers in Journalism and Communication”
Tuesday, March 26, 2019,
11:30-12:45 p.m., Nassau Hall, M-14

Special Evening Event
“Network Your Way to Career Success”
Thursday, April 11, 2019,
5:30 – 7:30 p.m., CCB 252-253

TRANSFER COUNSELING EVENTS

Transfer Counseling Workshops
Thursday, October 18, 2018,
11:30am-12:45p.m., CCB 251
Tuesday, November 20, 2018,
11:30am-12:45pm, CCB251
Tuesday, February 5, 2019,
11:30-12:45pm, CCB 251
Thursday, March 21, 2019,
11:30-12:45p.m., CCB 251

Annual Transfer Day
Thursday, October 25, 2018,
10:00 a.m.-1:00 p.m., P Building, Field House

Transfer Office-Nursing Program
Thursday, November 6, 2018,
11:30-12:45 p.m., CCB 252

Evening Transfer Program
Thursday, March 7, 2019,
4:00-7:00 p.m., CCB Multipurpose Room

Allied Health Professions Day
Thursday, April 11, 2019,
11:30-12:45 p.m., CCB 252

STUDENT PROFESSIONAL DEVELOPMENT AND EMPLOYER SERVICES EVENTS

Open House
Tuesday, September 25, 2018
Join us at The Student Activities Fair in The College Center Building, Multi-purpose room

Resume/Correspondence
Tuesday, October 2, 2017,
11:30 a.m.-12:45 pm, M-14 (Nassau Hall)

Mock Interviews

Interview/Dress for Success
Thursday, October 4, 2017, 11:30 a.m.-12:45 p.m., M-14 (Nassau Hall)

Evening Activity Hour Resume Clinic
Tuesday, November 27, 2017, 5:30 p.m.-6:45 p.m., CCB

Evening Activity Hour Resume Clinic
Tuesday, February 5, 2019, 5:30 p.m.-6:45 p.m., CCB

Resume/Correspondence
Thursday, March 28, 2019, 11:30 a.m.-12:45 p.m., M-14 (Nassau Hall)

Interview/Dress for Success
Tuesday, April 2, 2019, 11:30 a.m. - 12:45 p.m., M-14 (Nassau Hall)

Mock Interviews
Wednesday, April 3, 2019, (by appointment - call 516-572-7132 for scheduling) M-39, (Nassau Hall)

Annual Job Fair
Thursday, April 11, 2019, P Building, Field House, 10:00 a.m. - 1:30 p.m.

Campus Recruiting is scheduled throughout the year on certain dates in the Lobby of the G Building. Please call 516-572-7132 for scheduling.
The Top Ten Reasons to Visit the Career and Transfer Counseling Center and the Student Professional Development and Employer Services Office.

10. You’ll be able to answer the inevitable question, “What do you want to be when you grow up?”
Our Career Counselors 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.
Our Career Counselors can instruct you on 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 Student Professional Development/Employer Services Office).

5. You can get experience...
You can find meaningful employment, volunteer or internship experience by checking out what’s available at the Student Professional Development/Employer Services.

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 Student Professional Development/Employer Services and Career and Transfer Counseling Center 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 Career and Transfer Counseling Center. Applications, catalogues and scholarship information are all there for you in Nassau Hall, room 14.

2. We are open 24/7!
You can visit us online at www.ncc.edu/careercounseling, www.ncc.edu/spd-employerservices, 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.
Career Counseling Services and Resources

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 Career Counselors at the Career and Transfer Counseling Center can help you discover a variety of career possibilities that are appropriate for you.

OUR CAREER COUNSELING SERVICES AND RESOURCES INCLUDE:

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 ASSESSMENTS 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 assessments available helpful. All NCC students also have free access to Focus2, a career planning program, located on our website, www.ncc.edu/careercounseling.

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 COUNSELING WEBSITE
Can’t visit us in person? Visit us online at 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.

CANDID CAREER AND ROAD TRIP NATION ARCHIVES
These Online archives feature hundreds of information interviews with career professionals offering insightful and valuable career advice. To gain access, just visit our website at www.ncc.edu/careercounseling or come to the Career and Transfer Counseling Center, M-14 to learn more.

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 interests, 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. Talk to a career counselor 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 Student Professional Development/Employer Services 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 Information Center and or speak to a career counselor to get the facts.

The Career and Transfer 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 websites 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, or spend time working on “Focus2,” a career planning internet based program available on our website, www.ncc.edu/career, and at the Career and Transfer Counseling Center, Nassau Hall (M), Room 14. Consider taking SPS 101, a 1 credit elective career orientation course, or SPS 102, a 3 credit elective course in Career Development and 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 Information Center and read about the fields that interest you. Spend some time on line visiting the recommended sites suggested by the Career Counselors.

**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 2,” an internet based career planning program
- Media resources, computer terminals and other career specific books on a variety of career fields
- Candid Career and The Road Trip Nation Video Archives

**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?

**STEP 3– TAKE ACTION**

- Schedule an appointment with a career counselor at the NCC Career and Transfer 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 and Transfer Counseling Center to obtain contacts through our Career Resource Network. Utilize our Career Resource Network to connect with NCC Alumns, faculty and other career professionals.

- Stop by the Career and Transfer Counseling Center, Nassau Hall (M), Room 14, to pick up a brochure to learn how the network works and to learn more about information interviewing.
- Attend career related workshops, programs and special events. Check the Career Counseling Programs and Workshop 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 NCC Career Counselors wish 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.

<table>
<thead>
<tr>
<th>TYPE</th>
<th>DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>The “Doers”</td>
<td>Robust, rugged, physically strong, practical, good motor coordination,</td>
</tr>
<tr>
<td>Realistic</td>
<td>mechanical, like the outdoors, like to work with machines or tools,</td>
</tr>
<tr>
<td></td>
<td>prefers independent activities and environments.</td>
</tr>
<tr>
<td>The “Thinkers”</td>
<td>Task oriented, get all wrapped up in their work, like to observe, learn,</td>
</tr>
<tr>
<td>Investigative</td>
<td>investigate, analyze, solve problems, like to work independently,</td>
</tr>
<tr>
<td></td>
<td>dislike repetitive activities, introspective, prefer to work with ideas</td>
</tr>
<tr>
<td></td>
<td>and information.</td>
</tr>
<tr>
<td>The “Creators”</td>
<td>Creative, imaginative, intuitive, original, dislike rules, deal with</td>
</tr>
<tr>
<td>Artistic</td>
<td>problems through self-expression in the arts (painting, writing, dancing,</td>
</tr>
<tr>
<td></td>
<td>music, etc.), sensitive and expressive.</td>
</tr>
<tr>
<td>The “Helpers”</td>
<td>Sociable, responsible, humanistic, like to work in groups, have verbal</td>
</tr>
<tr>
<td>Social</td>
<td>and interpersonal skills, like to cure, train, develop or enlighten</td>
</tr>
<tr>
<td></td>
<td>others, people oriented.</td>
</tr>
<tr>
<td>The “Persuaders”</td>
<td>Strong leaders, ambitious, enjoy making things happen, like to influence</td>
</tr>
<tr>
<td>Enterprising</td>
<td>or persuade others, assertive, popular, self-confident, values financial</td>
</tr>
<tr>
<td></td>
<td>success.</td>
</tr>
<tr>
<td>The “Organizers”</td>
<td>Like clear-cut, definite situations, conscientious, efficient, practical,</td>
</tr>
<tr>
<td>Conventional</td>
<td>like to work with data, have clerical or numerical ability, orderly,</td>
</tr>
<tr>
<td></td>
<td>calm, dependable, like carrying things out in detail or following through</td>
</tr>
<tr>
<td></td>
<td>on other’s instructions.</td>
</tr>
</tbody>
</table>

Look at the chart below to find suggested coursework and examples of occupations that match your type. Visit the Career and Transfer 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/views/careerzone/index.jsf](http://careerzone.ny.gov/views/careerzone/index.jsf). 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.

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

CAREER ASSESSMENT WEBSITES

The ACT Profile — http://www.actprofile.org
The ACT Profile is a free, online tool that helps students answer the college and career planning question: "What do I want to do?" This website contains inventories of interests, abilities and values, used together to suggest relevant occupations and majors. The site also contains up to date high quality information about the suggested occupations and majors.

The Career Key — 
http://careerkey.org
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/careerquizhomecfm?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.16personalities.com
This site contains a brief questionnaire, that allows you to explore your “type” and relate it to career possibilities.

GOVERNMENT WEBSITES FOR CAREER RESEARCH

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

My Next Move — 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.

O*NET Online — http://online.onetcenter.org
This website provides brief and comprehensive descriptions of job titles, career fields and industries.
Are You Career Ready?

Employers are looking to hire college students and recent graduates who know how to use their talents, strengths, and interests. These students are Career Ready.

How do you become Career Ready? Mastering these Career Readiness Competencies will prepare you for a successful transition into the workplace.

Career Management
Identify and articulate skills, strengths, knowledge, & experiences; navigate career options and pursue these opportunities.

Professionalism/Work Ethic
Demonstrate personal accountability and effective work habits: punctuality, working productively with others, time management, understanding the importance of a professional work image, and demonstrating integrity.

Oral/Written Communication Skills
Articulate thoughts and ideas clearly and effectively to a variety of audiences; demonstrate public speaking skills.

Teamwork/Collaboration
Build collaborative relationships representing diverse cultures, races, ages, gender, religions, lifestyles, and viewpoints; work within team structure; negotiate/manage conflicts.

Leadership
Leverage the strengths of others to achieve common goals; organize, prioritize and delegate work; use empathetic skills to guide and motivate.

Critical Thinking/Problem Solving
Exercise sound reasoning and analytical thinking; use knowledge, facts, and data to solve problems and make decisions.

Application and Information Technology
Select and utilize technology to solve problems and accomplish goals.

*Adapted from the NACE Career Readiness Competencies
Transfer Counseling Services and Resources

All NCC students are invited and encouraged to use our Transfer Counseling services. We have a resource center for student use that includes college catalogs, computers, references books, useful handouts and applications for local colleges and universities, (SUNY) State University of New York, (CUNY) City University of New York. We provide individual and group transfer counseling for students who are interested in transferring from Nassau Community College to other institutions of higher education. Financial Aid information is also available in our office for transfer students.

Useful Transfer Information

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 seven fee waivers is allowed. SUNY Application Processing Center's toll free number is 800-342-3811.

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 seven fee waivers is allowed.
SUNY Application Processing Center's toll free number is 800-342-3811.
Web Site: www.suny.edu

Nassau's CEES 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. 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

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, 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 in the Student Services Center in the Administrative Tower.
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:

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

THE FOLLOWING WEB SITES WILL BE USEFUL TO STUDENTS

- SUNY
  www.SUNY.edu
- CUNY
  www.CUNY.edu
- New York Private Colleges
  www.nycolleges.org
- The Common Application
  www.commonapp.org
- The Petersons Guide
  www.petersons.com
- The College Board
  www.bigfuture.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 Career and Transfer Counseling Center to view our collection of catalogs and information.

• 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.

• Application information for admission to the state universities, city universities, and local colleges are available in the Career and Transfer Counseling Center, Nassau Hall, Room 14. 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 Career and Transfer Counseling Center 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 Nassau Hall, room 14.

• Visit the Career and Transfer Counseling Center in Nassau Hall (M), Room 14, 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 are encouraged to visit www.ncc.edu/transfercounseling for more transfer information and for answers to FAQ’s.
Many colleges and universities offer applicants the option of using the Common Application or their institutional application. If you have the choice, we recommend you use the institutional application. In the event you must apply with the Common Application, here are a few tips to help make the process easier:

When the Common Application asks for your Advisor you may enter the following information:

Molly Ludmar
Transfer Counselor
516-572-7506
Molly.Ludmar@ncc.edu

- For the College Report you will print out this page and take it to Dean Charmian Smith in CCB 312. She will fill out this form and mail a copy to each college you apply to using the Common Application. *Please do not wait to the last minute to do this.

- You may request your transcripts be sent to each college to which you are applying by completing the following steps:
  ➤ Log into Banner using your NCC-ID and PIN
  ➤ Click on Student and Financial Aid on the Main Menu.
  ➤ Click on Student Records
  ➤ Click on Order Official Transcripts
  ➤ A new window will open up with instructions.
  ➤ Click on START MY ORDER
  ➤ For more information visit: http://www.ncc.edu/admissions/registrar/requestatranscript.shtml

- Remember that many colleges require an official copy of your high school transcript. Despite the fact that the information on your high school transcript may not be part of the application process, the transcript is often needed for federal financial aid purposes.

- Many schools require the Mid-Term Report. Typically the Mid-Term Report is completed in mid-October for spring admission or early March for fall admission. You may print the Mid-Term Report from the Common Application site and take it to each professor to complete and sign. Once it is completed, make copies and send one copy to each college to which you are applying.

If you have further questions, please contact The Career and Transfer Counseling Center in M-14.
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 job search assistance and an online job posting service. We wish you all the best in your personal and professional lives.

### Services and Resources Offered by Our Office

Our office maintains listings for volunteer, internship, student aide, part-time, full-time, and temporary positions. We provide one-on-one job search counseling and our events include:

- Resume/Correspondence Workshop
- Interview/Dress for Success Workshop
- Mock Interviews
- Evening Activity Hour Resume Clinic
- An Annual Job Fair (held in April)
- Campus Recruiting
- Online Job Posting Service

### 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 and Transfer 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 Information 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 Student Professional Development/Employer Services 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 The Student Professional Development/Employer Services Office's programs, networking (through professional organizations, social media, 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 Student Professional Development/Employer Services 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 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
www.bookjobs.com
www.granted.com
http://hotjobs.yahoo.com
http://ny.jobsource.com
www.labor.state.ny.us
www.JobHuntersBible.com
www.bluesuitmom.com
www.careerbuilder.com
www.careerplanning.about.com
www.collegegrad.com
www.dresstosuccess.org
www.etiquettepro.com
www.fashionsavvy.com
www.handbag.com
www.Indeed.com
www.internships.com/new-york-ny
www.markpoint.com
www.medijobmarket.com
www.monster.com
www.nyfa.org
www.symsdress.com
www.thepetitewardrobe.com
www.visualplanning.com
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.
June 3, 2018

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  

Enc.
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 2018, 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 2016-2018
• Handled the set-up and breakdown of audio/visual equipment for classes, meetings and special events.

RGB Productions, Garden City, NY
Summer Intern 2017
• 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 2016
• 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