



## PUZZLED? DON'T BE! THE CAREER SERVICES CENTERS AT HISTORICALLY BLACK COLLEGES AND UNIVERSITIES PUT IT ALL TOGETHER!

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Career Service Centers at Historically Black Colleges and Universities are committed to providing QUALITY service to its constituents. It is important that all students are aware of these services and utilize them. The staff networks with administrators, faculty and staff to ensure that the Center utilizes the expertise of these professionals. Networking with other professionals in the “real world of work” adds additional credibility to the services provided by the Center. Students, then, receive information that is relevant and up to date. The Center staff constantly conducts research to keep abreast of changes, policies, and procedures not only in the workforce, but also with various philanthropic organizations as well as local, city, state, and federal agencies. Career Service Center staff must meet and interact with these professionals to assist them in their efforts to ensure

that they paint a realistic picture of what the workforce is like. Since the workforce has become more and more diverse and more global, students must be keenly aware of these forces which greatly impact the job market as more and more corporations are becoming international.

College students are faced with a myriad of challenges. Foremost among these are selecting a major and deciding what type of career to pursue. Shakespeare said, “To know thyself.” Before embarking upon a career, there are a number of things a student should take into consideration and give serious thought to. Among these are: (1) What are my strengths? (2) What are my weaknesses? (3) What is my passion? (4) Do I like challenges? (5) What kind of work would I like to do? And (6) Is this something I really want to do?

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While grade point average is important, potential employers would like to know what you did outside of the classroom. What co-curricula activities did you participate in? Were you a member of any organizations, clubs, associations, honor societies, fraternities, sororities, etc.? What office did you hold? What honors and awards did you receive? What jobs did you hold? Another important element on which you will be observed is your attitude. “Your attitude will determine your altitude!” The Career Services Center is an invaluable resource in helping you chart your career path to an exciting and challenging career. The Center can assist you in finding the jobs available in your field, where these jobs are, and what qualifications you will need. These include, but are not limited to, resume-writing; interviewing skills and techniques; guiding students to information on the web (including submitting applications and resumes); using career guides to assist in the job search; various methods of job-seeking; internships; jobs; etiquette; customs

in foreign countries; graduate/professional schools; interest and personality assessment; networking; career fairs; recruiters on campus; alumni contacts; Career Services Resource Center Library, the College Library, and many other career-related resources/activities.