

Career Center Resources (Advisor)

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What is the Career Center?

The Career Center is a dedicated resource designed to assist students and alumni with their career development. It provides access to a wide range of services, tools, and connections to help you navigate your career path and achieve your professional goals.

The Career Center offers:

- **Personalized Guidance:** Connect with Career Coaches for one-on-one advising.
- **Professional Document Review:** Get your resume, cover letter, and references reviewed.
- **Interview Preparation:** Access resources and tips to prepare for interviews.
- **Networking:** Connect with fellow students and alumni through clubs, associations, and the alumni directory.
- **Job & Internship Opportunities:** Explore job, internship, and volunteer listings.
- **Career Resources:** Access a wealth of information on job search strategies, professional development, and more.

How to Access the Career Center

To get started, log in to the Student Portal and click "Career Center" in the left-hand navigation menu. After a quick one-time sign-up to create your profile, you will have full access to the site's features.

Key Features and Services

Career Coaching:

To schedule an appointment with a Career Coach, hover over **Connect** at the top of the page and select **Advising**. You will see a list of available coaches and can book a session that fits your needs. A confirmation email with a calendar invite and a link to the appointment will be sent to you. For questions, contact career.center@csuglobal.edu. You can also view upcoming appointments and messages by clicking the **Inbox** button on your Home page.

Resumes, Cover Letters, and References:

The Career Center provides tools and guidance for creating professional documents. To access these resources, hover over **Resources** and select **Resume, Cover Letters, & References**. Here, you will find articles on building your resume, resume examples, and information on how to get your documents reviewed. You can also request a reference from an instructor in this section.

Job Search and Interviewing: Find comprehensive resources to help you with your job search.

- **Applying & Interviewing:** Hover over **Resources** and select **Applying & Interviewing**.

This section contains articles on completing applications, professional appearance, interview processes, and tips for answering common interview questions.

- **Job Search Toolkit:** Under **Resources**, select **Job Search Toolkit** to find information on soft skills, job search engines, transitioning careers, using LinkedIn, and professional networking.

Job and Internship Opportunities:

- **Job Opportunities:** To view job opportunities provided to CSU Global, hover over **Career** and select **Jobs**. You can filter listings by company, location, industry, and job type.
- **Internships & Experience:** Hover over **Resources** and select **Internships & Experience** to learn about how to find internships, get academic credit for them, and explore micro-internship, international, and volunteer opportunities.

Networking and Mentorship:

- **Networking Opportunities:** Connect with CSU Global alumni by hovering over **Resources** and selecting **Alumni Directory**. You can filter the directory by major, graduation year, location, and company to find relevant connections.
- **Mentor Opportunities:** To find an alumni mentor, hover over **Connect** and select **Programs**. Click "Join" to enroll in the CSU Global Mentor Program, a three-month program that pairs you with an alumni mentor for one-on-one sessions.

Joining Groups:

You can join clubs, associations, and honor societies to network with others who share your interests. To find these groups, hover over **Connect** and select **Groups**. These groups offer opportunities to engage in discussions and access exclusive resources.
