

## **CAREER SERVICES**

Phone: (512) 245-2645

Office: LBJ Student Center 5-7.1

Fax: (512) 245-3993

Web: <http://www.careerservices.txstate.edu/>

Through Career Services, students have access to a wide array of career-related programs and resources.

### **Career Planning**

Individual career counseling and planning assistance is available to students to help them select a major and establish their career goals. Career assessment tests and web-based guidance programs are available to facilitate this process. In addition, counselors will review job search materials and assist with post-graduate program applications.

### **Part-Time/Summer Employment**

Career Services will assist students in the pursuit of part-time employment, both on- and off-campus, and summer employment to earn additional income and gain valuable work experience as they continue their education.

### **Internships/Job Shadowing**

Internship programs are available to refine career goals, gain practical experience, and expand students' views of the world. Job Shadowing is an externship experience that also provides these opportunities for students who spend time with professionals inside various organizations, gaining firsthand knowledge about different career fields.

### **Job Search Strategies and Activities**

Walk-in career coaching and job search preparation workshops focus on resume and cover letter writing, interviewing techniques, salary negotiations, business etiquette and many other topics to polish a student's professional image.

### **Employer Connections**

The Career Information Center provides resources to help students research career fields and specific employers. Actual networking opportunities are provided through two "all majors" job fairs – the Fall Job and Internship Fair (October) and the Spring Job and Internship EXPO (February) and several "niche" job fairs including Health Professions and Social Services Job Fair (October), Construction Job Fairs (October and February), MassComm Career Fair (October), Teacher Job Fairs (November and April), Summer Job Fair (February) and a Virtual Part-Time Job Fair in July and August. These fairs bring hundreds of employers to campus, with both full-time job and internship opportunities for students. Additional networking is available through on-campus interviews, resume referrals, online job vacancy postings, and recommended Internet job search links.