

CCSU CAREER DEVELOPMENT OFFICE

Central Connecticut State University
1615 Stanley Street
New Britain, Connecticut



Open all year round:
Monday – Friday 8:00 am to 4:00 pm
DiLoreto 101, Main Level
Careers@ccsu.edu or 860-832-1615



Schedule A VIRTUAL Appointment NOW!
Log onto [CCSU.edu/CDO](https://www.ccsu.edu/CDO) to book your appointment!







1



2



3



4

Phase 1

Explore Possibilities

- Academic & Career Choice
- Resume Development/Review

Phase 2

•Move Ahead

- Get Active on Campus/Clubs & Org's
- Part-time, volunteer/internship (summer)

Phase 3

•Leap Forward

- Update Resume
- Interviews & Job Shadowing
- Networking Events/Fairs
- Consider CO-OP

Phase 4

•Exit

- Job Search
- Applications (Winter/Semester Before)

CAREER DEVELOPMENT PLAN

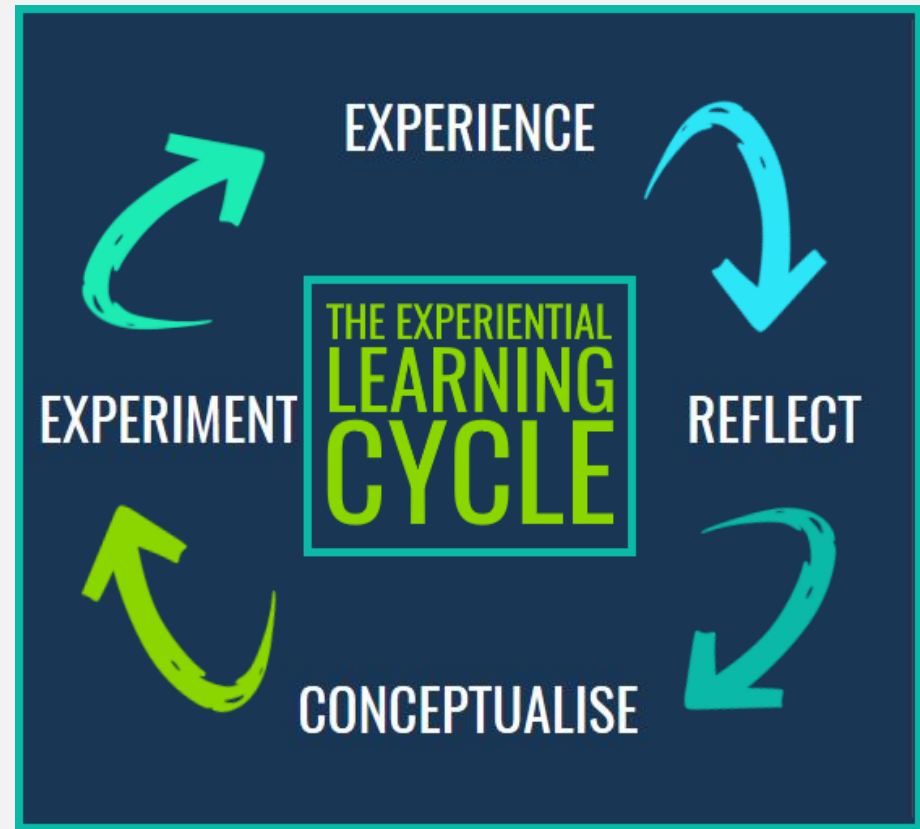
EXPERIENTIAL LEARNING INTERNSHIPS VS. COOPERATIVE EDUCATION

Internships

- Part-time during semester or FT in summer
- May be paid or unpaid
- Credit may be awarded – seek guidance from academic department
- Limited training opportunities

Cooperative Education (Co-op)

- Full-time for six month block, extensive training
- Paid – some opportunity for credit awarded through academic department
- Practical, hands-on experience
- Related work experience to add to resume
- Apply what is learned in the classroom
- Develop skills – self management, work, application, etc.
- Begin to establish a professional network of contacts
- Potential for offer of full-time position upon graduation





CCSU SELF-ASSESSMENT TOOLS

FocusTM 2

- An online assessment to help you discover your interests, skills and values.
 - Gives potential career outlook, facts and salaries.
 - Helps to determine multiple major/ career choices.
1. Go to [CCSU.edu/CSC](https://www.ccsu.edu/CSC) and select Focus 2 application
 2. Create free student account
 3. Use Access Code: **BLUEDEVIL**



CANDID CAREER VIDEOS ON-DEMAND

- Explore Thousands of On-Demand Career Videos
- Assistance with Choosing a Career Path
- Research Career Paths and Learn From Career Experts







INTERVIEW PREPARATION

- Interview Preparation Coaching Sessions
- Mock Interviews
- Online Resource: Big Interview



Start a new mock interview

STANDARD SETS CUSTOM SETS

- General Questions**
Covers 80% of interview questions you might get
- By Industry**
Specific questions from your industry and be prepared for anything.
- Government**
Practice interviews for a variety federal and state jobs.
- Admission Interviews**
Here you can practice interviews by program type and school.
- By Competency**
Practice interview questions sorted by competency & skillset.
- Veterans**
Practice interviews for some of the fastest growing jobs for veterans.

Interviews started 32 Completed 4

- Suzanne**
Top 10 Questions
Started on May 23 in General Interviews
80% completed
- Brian**
Medical Field Questions
Started on May 23 in General Interviews
23% completed
- Mark**
Creative Industries
Started on May 23 in General Interviews
23% completed

- Oliver**
Managerial Skill
Started on May 23 in
23% completed

name: Untitled - Level 1 [Edit](#) html5 flash

Tips

[Record](#)

See your recorded answers in [My Videos](#)

Tell me about yourself.

● ● ● ● ● ● ● ● ● ●



estion





 **Handshake**

Online resource for all current Central students and alumni.

Allows interaction between students and employers for potential internships/co-ops and career employment.

Updated with new employment resources on a daily basis.



CAREER DEVELOPMENT IS A LONG-TERM PLAN

Remember, career planning involves thinking about which educational and occupational paths will provide you with satisfaction and fulfillment in **all aspects** of your life, not only in the **present**, but in the **future**.

[Job Search Resources](#)

Wednesday, March 9, 2022	1-4pm	School of Business Fair
Tuesday, April 5, 2022	2-5pm	Education Career Fair

RESUME CRITIQUE'S

- Schedule an appointment, drop-in, or email us. We will assist you with reviewing your resume and assist you with preparing the best application packet possible.
- Resume Critiques are usually completed in 24-48 business hours.
- Resumes are always a work in progress





TRIVIA QUESTION

6 – 12 Seconds

“MY RESUME PHILOSOPHIES”

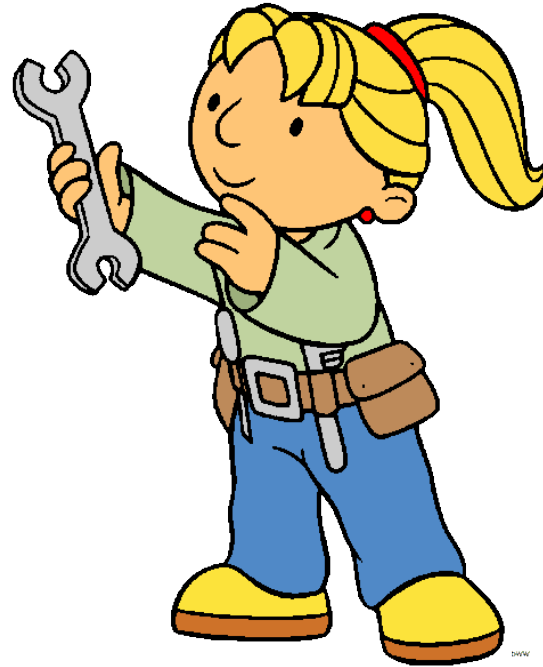
1

Resume
Personalized

2

Any Resource
Necessary





LET'S BUILD A RESUME!





BUILDING A
CHRONOLOGICAL
RESUME

Probably SHOULD be on Resume:

- Contact information (Heading/Title)
- Education
- Experience
- Honors/Awards
- Leadership Activities
- Volunteerism and Community Service

Optional:

- Objective Statement or Profile
- Summary of Skills
- Languages, etc.
- Certifications or Software Skills



**LISTED AT THE VERY TOP
OF THE PAGE**

- Name
- Current Address
- I Phone Number
- *Student* Email
- LinkedIn Address

HEADER



EXAMPLES OF HEADERS

JESSE KENDALL

123 Elm Street | Miami, FL 33183 | 305.555.5555 | jkendall@notmail.com

STACEY BENJAMIN

2089 Beacon Hill, Boston, MA 02127

(H) 617-238-2344 (C) 617-222-9998 benjamins@aol.net

JULIA JOBSEEKER

15 Plank Road
Staten Island, NY 10314

julia@monster.com

Home: 718-555-5555
Cellular: 917-555-5555



MARGARET S. HOECHST

1234 1st. Street, N.W. • Washington D.C. 20014 • Mobile: 202 555-4444, Phone: 202 6661242 •
hoechst@uol.com • www.erratic.com •

Profile

Young masters candidate in Critical Care Nursing seeking a position in an intensive care unit. Well-developed skills in handling neurology

Gerald F. Hewlitt

Hospitality Industry Specialist
Senior-level Operations Manager

Dwayne Carter

123 State Street
Stamford, Connecticut
(203) 555-5555

DARNELL WATSON

15 Liddell Drive, Scarsdale, NY
T: 914-555-1212 / C: 914.222.1515 / watson44@hotmail.com

ROBERT J. NAIMAN

12345 Street Name Ave. ~ Parsons, CO 11111
Office: 555-555-5555 ~ Home: 555-555-5555 ~ email@resumewriters.com



RUSSA. MAY

1617 Stanley Street, New Britain, CT 06050
[LinkedIn.com/in/russamay](https://www.linkedin.com/in/russamay)

(860) 832-1615
Careers@ccsu.edu





SUMMARY OF
SKILLS |
QUALIFICATIONS

List skills you can perform with little or no direction:

- General skills: communication (written & verbal), problem solving, managerial, etc.
- Research: only list skills you are familiar with
- Laboratory: techniques, procedures and/or equipment
- Language: indicate fluency level, specify if you can read/write/speak the language
- Computer: list software applications; IT resumes list hardware, software, operating systems, etc.
- Related Course Work: after looking at your transcript, list the classes that your hiring organization might find interesting

RUSSA. MAY

1617 Stanley Street, New Britain, CT 06050
LinkedIn.com/in/russamay

(860) 832-1615
Careers@ccsu.edu

SUMMARY OF QUALIFICATIONS

- Development & Leadership
- Counseling & Advising
- Assessment & Evaluation
- Program and Event Implementation
- Staff Training & Orientation
- Outreach & Marketing
- Employer Partnerships & Relations
- Staff Hiring & Management



EDUCATION

- List Highest Degree First
 - Followed by other degrees received; date to be conferred
 - **High school diploma is NOT necessary**
- *GPA if 3.0 (3.2)+*
- *Dean's List*



RUSS A. MAY

1617 Stanley Street, New Britain, CT 06050
LinkedIn.com/in/russamay

(860) 832-1615
Careers@ccsu.edu

SUMMARY OF QUALIFICATIONS

- Development & Leadership
- Counseling & Advising
- Assessment & Evaluation
- Program and Event Implementation
- Staff Training & Orientation
- Outreach & Marketing
- Employer Partnerships & Relations
- Staff Hiring & Management

EDUCATION:

Bachelors of Science in Business Administration, Minor: Computer Science
Central Connecticut State University, New Britain, CT
GPA: 3.5/4.0

May 2021



EXPERIENCE

- Job title, employer, city, state, dates of employment
- Jobs in reverse chronological order
- Use accomplishment statements whenever possible to describe experience to add impact
- Start with an action verb to add interest



SAMPLE ACTION VERBS

Administered

Arranged

Built

Designed

Developed

Implemented

Ordered

Performed

Planned

Served

Scheduled

Supervised

ACTION VERBS

Action Verbs

Administrative Skills

approved	collected	generated	operated	purchased	specified
arranged	compiled	implemented	organized	recorded	systematized
catalogued	dispatched	inspected	prepared	retrieved	tabulated
classified	executed	monitored	processed	screened	validated

Communication Skills

addressed	developed	formulated	moderated	publicized	translated
arbitrated	directed	influenced	motivated	reconciled	wrote
arranged	drafted	interpreted	negotiated	recruited	
authored	edited	lectured	persuaded	spoke	
corresponded	enlisted	mediated	promoted		

Creative Skills

acted	developed	founded	integrated	performed	
conceptualized	directed	illustrated	introduced	planned	
created	established	innovated	invented	revitalized	
designed	fashioned	instituted	originated	shaped	

Financial Skills

administered	appraised	budgeted	developed	marketed	projected
allocated	audited	calculated	forecasted	planned	researched
analyzed	balanced	computed	managed		

Helping Skills

assessed	coached	diagnosed	facilitated	referred	
assisted	counseled	educated	familiarized	rehabilitated	
clarified	demonstrated	expedited	guided	represented	

Management Skills

administered	conducted	developed	increased	produced	scheduled
analyzed	consolidated	directed	organized	recommended	strengthened
assigned	contracted	evaluated	oversaw	reviewed	supervised
attained	coordinated	executed	planned		
chaired	delegated	improved	prioritized		

Research Skills

clarified	diagnosed	extracted	interpreted	organized	surveyed
collected	evaluated	identified	interviewed	reviewed	systematized
critiqued	examined	inspected	investigated	summarized	

Teaching Skills

adapted	communicated	encouraged	guided	persuaded	
advised	coordinated	evaluated	informed	set goals	
clarified	developed	explained	initiated	stimulated	
coached	enabled	facilitated	instructed		

Technical Skills

assembled	computed	engineered	operated	remodeled	upgraded
built	designed	fabricated	overhauled	repaired	trained
calculated	devised	maintained	programmed	solved	

RUSS A. MAY

1617 Stanley Street, New Britain, CT 06050
LinkedIn.com/in/russamay

(860) 832-1615
Careers@ccsu.edu

SUMMARY OF QUALIFICATIONS

- Development & Leadership
- Counseling & Advising
- Assessment & Evaluation
- Program and Event Implementation
- Staff Training & Orientation
- Outreach & Marketing
- Employer Partnerships & Relations
- Staff Hiring & Management

EDUCATION:

Bachelors of Science in Business Administration, Minor: Computer Science

May 2021

Central Connecticut State University, New Britain, CT
GPA: 3.5/4.0

EXPERIENCE:

Anthem Insurance, Enfield, CT

June 2019 - Present

Human Resources Intern

- Contribute to the overall teams effort by working well independently and in a team setting
- Assist with the organization and updating of employee personnel files
- Demonstrate strong written and verbal communication skills while screening job applications
- Exhibit strong interpersonal skills by scheduling human resources manager interviews

Abercrombie & Fitch, Springfield, MA

April 2017 - June 2019

Sales Associate

- Displayed strong customer service skills; diplomatic and patient
- Utilized strong analytical skills and on-the-spot decision making overseeing inventory and audit of products
- Planned, coordinated and supervised the training of new incoming employees
- Followed safety and security procedures when opening and closing of the store, including the management of nightly deposits



LEADERSHIP ACTIVITIES

- Memberships held for student clubs/organizations
- Relevant accolades that highlight strengths
- Community service participations



RUSS A. MAY

1617 Stanley Street, New Britain, CT 06050
LinkedIn.com/in/russamay

(860) 832-1615
Careers@ccsu.edu

SUMMARY OF QUALIFICATIONS

- Development & Leadership
- Counseling & Advising
- Assessment & Evaluation
- Program and Event Implementation
- Staff Training & Orientation
- Outreach & Marketing
- Employer Partnerships & Relations
- Staff Hiring & Management

EDUCATION:

Bachelors of Science in Business Administration, Minor: Computer Science

May 2021

Central Connecticut State University, New Britain, CT
GPA: 3.5/4.0

EXPERIENCE:

Anthem Insurance, Enfield, CT

June 2019 - Present

Human Resources Intern

- Contribute to the overall teams effort by working well independently and in a team setting
- Assist with the organization and updating of employee personnel files
- Demonstrate strong written and verbal communication skills while screening job applications
- Exhibit strong interpersonal skills by scheduling human resources manager interviews

Abercrombie & Fitch, Springfield, MA

April 2017 - June 2019

Sales Associate

- Displayed strong customer service skills; diplomatic and patient
- Utilized strong analytical skills and on-the-spot decision making overseeing inventory and audit of products
- Planned, coordinated and supervised the training of new incoming employees
- Followed safety and security procedures when opening and closing of the store, including the management of nightly deposits

EXTRA-CURRICULAR & LEADERSHIP ACTIVITIES:

CCSU Accounting Society, President
CCSU Habitat For Humanity, Member
CCSU Student Government Association, VP of Finance

Fall 2018 - Present
Fall 2017 - Spring 2018
Fall 2016 - Spring 2017

VOLUNTEER & COMMUNITY SERVICE:

Town Wide, Town Pride, New Britain, CT
Relay for Life, New Britain High School, New Britain, CT
American Red Cross, CCSU, Volunteer

Spring 2018
Fall 2017
Fall 2016



RESUME DO'S



BE HONEST



WHITE 8 ½ X 11
PAPER, PRINT ON
ONE SIDE



ALWAYS PROVIDE
ORIGINALS



USE STANDARD
FONTS (SIZE 10-12)



KEEP IT SIMPLE



BOLD, UNDERLINE
OR ITALICS TO
STRESS MAJOR
POINTS



KEEP IT CURRENT-
UPDATE
PERIODICALLY

RESUME DON'TS



TOO WORDY, LIE OR
EXAGGERATE



INAPPROPRIATE EMAIL
FOR BUSINESS



PHOTOGRAPHS



PERSONAL DATA
(PHYSICAL
APPEARANCE, MARITAL
STATUS, ETC.)



SALARY HISTORY



REFERENCES

COVER LETTER

Always accompany each resume you send out

Helps to establish personal contact

Introduction to resume, highlights experience and promotes your eligibility

Stress how your skills, education, experience can benefit the employer

Close by indicating your interest in the position and follow-up plans.



COVER LETTER

P1: Intro

P2: Why I'm
Perfect

P3: Kiss Up

P4: Close

RUSS A. MAY

1617 Stanley Street, New Britain, CT 06050
LinkedIn.com/in/[russamay](#)

(860) 860-615
CAREER@CCSU.edu

Date: Input the date in which you are submitting the application

[Enter]

Mrs. Smith

Position Title

XYZ Company

Company Address

City, State, Zip

**Note: If you do not know who will be reviewing
the application just address the company name*

1) Dear Mrs. Smith,

**If name is unknown look at
options 2 and 3*

2) Dear Hiring Manager:

*- NEVER say "To Whom It May
Concern"*

3) Dear Search Committee:

*- Only if you are positive it is a
search committee*

The Cover Letter should follow a four paragraph approach. The first paragraph is the **Open** paragraph. Here you will acknowledge the position and company that you are applying to. Next you will mention who you are including your name, your major, your school and your expected graduation date. Lastly explain your objective/goal for applying. This first paragraph should be about 3-5 sentences long.

Paragraph number 2 is the **Why I am Perfect** paragraph and should be about 5-7 sentences long. This is your chance to identify the 3-4 main things the company is looking for and address how they pertain to you. Be sure to review the application and identify what the company wants and explain how you would be a positive addition to their company.

Paragraph number 3 is the **Kiss Butt** paragraph which should be about 5-7 sentences long. This is your chance to turn the attention to the company. Within this paragraph you want to explain why they company is a perfect fit for you. You may want to look up the mission statement or any community involvement the company partakes in and emphasize why you want to work there. Accentuate what makes this company "special" to you.

Paragraph 4 is the **Close** paragraph and should be 3-5 about sentences long. Here you should thank the company for their time, mention how you look forward to hearing back from them, remind them of your email and phone number, and how you look forward to possibly meeting them in an interview.

Sincerely,

[Enter]

[Enter]

[Enter]

Name _____

* Feel free to type out your name or print it out and sign it and scan it into the computer. Keep in mind that signing your name and scanning it in is not required though it may be a nice touch.



REFERENCE PAGE

RUSS A. MAY

1617 Stanley Street, New Britain, CT 06050
LinkedIn.com/in/russamay

(860) 860-1615
CAREER@CCSU.edu

REFERENCES

Dr. David Jzare
Associate Professor
Department of Economics
Eastern Connecticut State University
Campus Box 0000
Willimantic, CT 06066
860-000-0000
jzare@easternct.edu
Economics Professor and Advisor

Ms. Donna Ackeman
Director of Marketing
Golf World
4000 Ocean Road
Strafford, CT 06112
203-000-0000
ackerman@golfworld.com
Internship Supervisor

Ms. Karen Carson
Volunteer Coordinator
Northwest North Carolina Red Cross
690 Coliseum Drive
Bridgeport, CT 06120
860-000-0000
Volunteer Work Supervisor and Mentor



WRAPPING UP...

- “ 2 Resume Philosophies”
- Chronological Resume – Keep it updated
- Why the Cover Letter is important
- References
- Carry out job search plan
- Continue until you’ve signed a contract

HOW TO CONTACT THE CAREER SUCCESS CENTER?

Central Connecticut State University
Career Success Center

- Located: DiLoreto 101
- Call: (860) 832 1615
- Email: CAREERS@CCSU.edu
- Visit: www.CCSU.edu/CSC and schedule an appointment online!

