How can Career Services help you?
Monroe College’s Career Services is here to assist you in finding and securing a job both during and after college and most importantly to support your professional development. It is never too soon to start planning your career, so please, visit early and visit soon to take full advantage of these valuable services.

What services do we offer?
Career Services will assist you in your job search and your career planning efforts. We help thousands of current students and alumni with valuable guidance. Here are a few services you can take advantage of today.

- A career assessment designed to find out more about your interests, personality, abilities, and strengths, to learn about the careers that fit you best
- Resumé and cover letter evaluation and guidance
- Assistance developing a professional LinkedIn profile
- Assistance finding and applying for full and part-time jobs
- Free access to Mustang JobLink, our internet-based job-search platform
- Internship coordination and advisement
- Mock Interviews and practical advice on interview techniques
- Career fairs and on-campus recruitment events featuring hundreds of recruiters and HR managers
- Workshops on personal branding, including resumé writing, interviewing, networking, social media, and more

We recommend that you come to Career Services at least once during each semester at Monroe to meet your advisor and explore your options. Follow the advisor’s recommendations, and check in frequently to get the most from our services. Your advisors are committed to helping you find a fulfilling career. Take full advantage of our valuable guidance and industry knowledge.

Do I need an appointment to see an advisor?
Career Services’ advisors are happy to meet with any current student or alumni. Just bring your most recent resumé (if one is available) and a list of questions and topics that you would like to discuss. We encourage you schedule an appointment to avoid a wait. Simply call our office at 646.393.8650 (Bronx) or 914.740.6470 (New Rochelle).
**January 11th | 6:00 pm – 6:30 pm**

**Leveraging your career with LinkedIn:** Join this live webinar to learn about LinkedIn and review the development of your personal profile.

**ONLINE**

**January 14th | 12:00 pm – 1:00 pm**

**Business and Accounting Meet-Up:** Meet with your Career Advisor to talk about career opportunities and how your advisor can assist you.

**NR** Gaddy Hall

**January 19th | 12:00 pm – 1:00 pm**

**Meet Your Hospitality and Culinary Arts Career Advisors and Enjoy Hot Chocolate!** Students will learn about open roles in culinary arts and hospitality management.

**NR** Main Hall Lobby

**January 19th | 12:00 pm – 1:00 pm**

**New Rochelle Open House:** Meet with your Career Advisor to talk about career opportunities and how your advisor can assist you.

**NR** Main Hall Lobby

**January 20th | Classroom Workshop**

**Ace the Culinary Arts Interview:** Never had a behavioral interview? Learn what to say and the tips that will differentiate you from your peers.

**BX** Monroe Hall, SHMCA classes will be invited.

**January 20th | Classroom Workshop**

**Ace the Culinary Arts Interview:** Never had a behavioral interview? Learn what to say and the tips that will differentiate you from your peers.

**NR** Gaddy Hall, SHMCA classes will be invited.

**January 21st | 12:00 pm – 1:00 pm**

**Best Practices for a Lunch Interview:** Learn the dos and don’ts of a lunch interview with Business and Accounting Career Advisors and Professors.

**NR** Main Hall

**January 21st | 12:00 pm – 1:00 pm or 5:30 pm – 6:30 pm**

**Meet your Allied Health Career Advisors and Enjoy Warm and Toasty Snacks:** Allied Health Career Advisors will have a table with the latest positions, career guides, and instructions on how to use Mustang JobLink.

**BX** 3rd floor / West Hall

**January 21st | Classroom Workshop**

**Ace the Interview for Computer Information Systems:** Never had a behavioral interview? Learn what to say and the tips that will differentiate you.

**BX** Monroe Hall Classroom

**January 25th | 5:00 pm – 6:00 pm**

**CJ Meet & Greet Evening:** Students will meet their criminal justice advisor and learn about the career services office and the services provided.

**BX** Jerome Hall Lobby

**January 25th | TBA**

**KGS Meet & Greet:** Get to know your Career Services Advisor at an open house event while enjoying snacks and beverages.

**NR** TBA

**January 27th | 9:00 am – 10:30 am**

**“I Made It”:** Meet with some of our recent Monroe College grads who have received outstanding jobs in the business world. Learn how they developed a strong personal brand and networked to find interviews.

**BX** Mintz Auditorium

**January 27th | 12:00 pm – 1:00 pm**

**Meet Your Career Computer Information Systems Advisors and Enjoy Hot Chocolate!** Students will learn about open roles in Computer Information Systems. They will walk away with Mustang instructions and career guides.

**BX** King Hall Lobby
February

February 1st | 6:00 pm – 6:30 pm  
**Leveraging your career with LinkedIn:** Come learn about LinkedIn and review the development of your personal profile.  
**BX** TBA

February 2nd | TBA  
**Mock Interviews for Computer Information Systems:** Come and see a funny skit and learn how to present yourself professionally to an employer when you interview for your dream job.  
**BX** Monroe Hall

February 4th | 6:30 pm – 7:15 pm  
**Preparation Session for the Allied Health Speed Networking Event:** Students will craft elevator pitches, learn how to research companies/alumni background and ask thoughtful, pertinent questions for their job search. Using positive body language will also be discussed.  
**BX** 3rd floor / West Hall

February 5th | All Day  
**Professional Dress Challenge for Culinary Arts and Hospitality Management students:** Submit your Instagram photos of yourself in interview attire and win a gift card! SHMCA classes will be invited.  
**NR** Virtual Participation

February 5th | All Day  
**Professional Dress Challenge for Computer Information Systems students:** Submit your Instagram photos of yourself in interview attire and win a gift card!  
**BX** Virtual Participation

February 8th | 12:00 pm – 6:00 pm  
**Internship Fast Lane:** Meet, greet and interview with potential internship employers and get contracted on the spot!  
**BX** Mintz Auditorium

February 9th | 6:30 pm – 7:30 pm  
**KGS Personal Branding Workshop:** Learn how to build your personal brand and know your value in order to land the job and the career you deserve!  
**BX** Ustin Hall

February 9th | TBA  
**Culinary Arts and Hospitality Management Mock Interviews:** Come and see a funny skit and learn how to present yourself professionally to an employer when you interview for your dream job. SHMCA classes will be invited.  
**NR** TBA

February 10th | TBA  
**KGS Personal Branding Workshop:** Learn how to build your personal brand and know your value in order to land the job and the career you deserve!  
**NR** TBA
February 11th | 6:00 pm – 7:30 pm
Test Your Vital Signs: Allied Health Speed Networking Event: Students will learn how to maximize their impact with employers at the networking event by researching companies and roles beforehand as well as the appropriate interview attire. Participate in this fun event!
BX | Mintz Auditorium

February 22nd | 1:30 pm – 3:00 pm
Starting Your Own Business Roundtable Discussion: Discuss your ideas with an Entrepreneur and learn about the resources available through the Entrepreneur Center at Monroe to start your own business.
NR | TBA

February 23rd | 12:00 pm – 1:00 pm
Computer Information Systems Meet & Greet: Students will learn about open roles within their majors. They will walk away with Mustang instructions and career guides.
BX | King Hall Lobby

February 23rd | 12:15 pm – 1:00 pm
Tea Time with the Internship Team: Come enjoy some tea while learning about the Internship process.
NR | Career Services

February 23rd | 6:30 pm – 7:30 pm
Starting Your Own Business Roundtable Discussion: Discuss your ideas with an Entrepreneur and learn about the resources available through the Entrepreneur Center at Monroe to start your own business.
NR | Gaddy Hall Atrium

February 24th | 4:00 pm – 6:00 pm
Part-Time Job Fair: Meet employers and discover part time job opportunities today.
NR | Radisson Hotel

February 25th | 12:00 pm – 1:00 pm
Behavioral Interviewing: Learn how to prepare for and answer questions that typically begin with the phrase “tell about a time when....” Learn how to develop personal stories that illustrate your ability to work well with others under challenging circumstances, how you handle stress in the workplace, how you first learned to work well as a part of a team, and why others consider you a natural leader.
BX | Ustin Hall

February 29th | 6:00 pm – 6:30 pm
Leveraging Your Career with LinkedIn: Come learn about LinkedIn and review the development of your personal profile.
ONLINE

March

March 1st | 6:00 pm – 6:30 pm
Landing the Perfect Internship: Join this live webinar to learn strategies on landing the perfect internship.
ONLINE

March 3rd | 12:00 pm – 1:00 pm
Personal Branding: Learn how to sell yourself by building a business or career out of yourself. Analyze your talents and unique characteristics, discover what in your personality sets you apart, and what makes you...YOU!
BX | Ustin Hall
March 7th – March 11th | TBA

Criminal Justice Career Week: Throughout the week, students will be educated and introduced on the fundamentals of obtaining careers within the Criminal Justice field through field trips, community service and various activities.

BX | TBA

March 8th | 6:00 pm – 6:30 pm

Phone and Email Etiquette for Internships: Join this live webinar to learn tips on communicating professionally in the digital world.

ONLINE

March 10th | 12:15 pm – 1:00 pm

Ace the Allied Health Interview: Learn about how the Allied Health Interview is different from other interviews. Various types of questions will be covered and how to answer them.

BX | West Hall

March 14th – March 18th | TBA

Class of 2016 Grad Week: A week of exciting activities for the Class of 2016. All are welcome to attend.

NR | BX | TBA

March 15th | 12:00 pm – 1:00 pm

Hospitality Management Meet & Greet: Students will learn about open roles within their majors. They will walk away with Mustang instructions and career guides.

BX | King Hall Lobby

March 15th | 12:00 pm – 12:30 pm

Leveraging your career with LinkedIn: Come learn about LinkedIn and review the development of your personal profile.

ONLINE

March 15th | 5:30 pm – 6:00 pm

Leveraging your Career with LinkedIn: Description: Come learn about LinkedIn and review the development of your personal profile.

NR | Career Services

March 16th | 11:00 am – 1:00 pm

Computer Information Systems Discussion Panel: IT professionals discuss their career path, alternative ways to search and acquire IT positions.

BX | Mintz Auditorium

March 16th | 12:00 pm – 1:00 pm

Tour of Yonkers Community Health Center: Meet and network with industry professionals at a healthcare facility who will show you the activities that take place and will discuss the strategies that you can use to obtain employment.

OFF CAMPUS

March 16th | 6:00 pm – 6:30 pm

Resume Writing for Internships: Join this live webinar to learn how to draft the perfect resume for internships.

ONLINE

March 16th | TBA

KGS Networking/Job Fair Prep Workshop: Learn the value of networking for successful career development and get tips on how to make the most of the upcoming Career Fair and land the job you want!

NR | TBA

March 17th | 6:30 pm - 7:30 pm

KGS Networking/Job Fair Prep Workshop: Learn the value of networking for successful career development and get tips on how to make the most of the upcoming Career Fair and land the job you want!

BX | Ustin Hall
<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Event</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>March 17th</td>
<td>12:00 pm – 12:30 pm</td>
<td><strong>Leveraging your career with LinkedIn</strong>: Join this live webinar to learn about LinkedIn and review the development of your personal profile.</td>
<td>ONLINE</td>
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<td>March 21st</td>
<td>6:00 pm – 6:30 pm</td>
<td><strong>Leveraging your career with LinkedIn</strong>: Join this live webinar to learn how to draft the perfect resume for internships.</td>
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<td>March 21st – March 25th</td>
<td>TBA</td>
<td><strong>Criminal Justice Mock Interviews</strong>: CJ seminar students have an opportunity to develop proper interviewing skills and techniques.</td>
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<td>March 22nd</td>
<td>12:00 pm – 1:00 pm</td>
<td><strong>Prepare for the Business Students Job Fair</strong>: Perfect your one-minute pitch and get tips on how you can differentiate yourself from the crowd so the employer remembers you.</td>
<td>NR</td>
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<td>March 22nd</td>
<td>12:15 pm – 1:00 pm</td>
<td><strong>Job Fair Preparation Workshop for Allied Health Students</strong>: Get the position you want by learning how to effectively prepare yourself for our Campus-Wide Job Fair.</td>
<td>BX</td>
</tr>
<tr>
<td>March 22nd</td>
<td>6:00 pm – 6:30 pm</td>
<td><strong>Tips for Success at an Internship Webinar</strong>: Join this live webinar to learn tips on being successful at your internship to land a great recommendation or job!</td>
<td>ONLINE</td>
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<td>March 24th</td>
<td>6:00 pm – 6:30 pm</td>
<td><strong>Interviewing for Internships</strong>: Join this live webinar to learn tips for a successful internship interview.</td>
<td>ONLINE</td>
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<tr>
<td>March 28nd</td>
<td>6:00 pm – 6:30 pm</td>
<td><strong>Leveraging Your Career with LinkedIn</strong>: Join this live webinar to learn about LinkedIn and review the development of your personal profile.</td>
<td>ONLINE</td>
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<tr>
<td>March 28nd</td>
<td>6:00 pm – 6:30 pm</td>
<td><strong>Professional Dressing for Internships</strong>: Join this live webinar to learn about dressing professionally for your internship.</td>
<td>ONLINE</td>
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<tr>
<td>March 29th</td>
<td>4:00 pm – 6:00 pm</td>
<td><strong>College-wide Job and Internship Fair</strong>: Over 80 companies will come to our Bronx campus to recruit Monroe students and alumni for job opportunities while on campus.</td>
<td>BX</td>
</tr>
<tr>
<td>March 31th</td>
<td>12:00 pm – 1:00 pm</td>
<td><strong>Calvary Hospice Tour and Q and A</strong>: Meet and network with industry professionals at a healthcare facility who will show you the activities that take place and discuss the strategies that you can use to obtain employment.</td>
<td>OFF CAMPUS</td>
</tr>
<tr>
<td>March 31st</td>
<td>6:00 pm – 6:30 pm</td>
<td><strong>Internship Resume Writing Webinar</strong>: Your resume is what gets you an interview. In this webinar, you can learn how to effectively highlight your skills and experience under different sections of the resume to optimize your internship placement.</td>
<td>ONLINE</td>
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<td>March TBA</td>
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<td>BX</td>
</tr>
</tbody>
</table>
Career Services is here to help you

**BRONX AND NEW ROCHELLE**

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or visit our website at www.monroecollege.edu.