



# Alumni Career Services

414.288.7423 ■ [career.services@marquette.edu](mailto:career.services@marquette.edu) ■ [www.marquette.edu/csc](http://www.marquette.edu/csc) ■ Holthusen Hall, 1st floor

While the Career Services Center's primary mission is to serve current students, alumni from Marquette University may also seek assistance. Services and resources range from employment opportunities to career transition assistance including access to job postings, a resume referral program, networking contacts, resume writing, and career advising. A comprehensive list of services with associated fees are listed below.

**NOTE: All services are provided at no cost to alumni having earned a degree within one year.**

## General Job Search Assistance

FREE to all alumni

Individual counseling is available by appointment concerning all areas of job search. ***Individual appointments are limited to three one-hour sessions.*** Topics include:

- Resumes and correspondence
- Interviewing strategy and preparation
- Job search strategies
- Graduate school decisions and application
- Employer research
- Salary negotiation

## The Kimberly-Clark Career Library

FREE to all alumni

This center provides a wide variety of employment, career and graduate school information, including:

- Subscriptions to newspapers, magazines and other periodicals that profile job vacancies
- Industry information that include a variety of directories that help job seekers uncover potential employers in particular industries or in specific areas of the country
- Information and handouts concerning occupations, such as "What Can I Do With A Major in ..."
- Graduate school and entrance exam information
- Job search resources including sample resumes, sample letters, information about search strategies
- Several computers for job search use, including access to a laser printer

## The CSC Website ([www.marquette.edu/csc](http://www.marquette.edu/csc))

FREE to all alumni

Many of our resources are accessible through our website. Resources requiring a password are accessible by alumni through MU Connect which requires registration.

To register go to <http://www.marquette.edu/alumni/index.shtml>

**MU Career Manager:** Access online at [www.marquette.edu/csc](http://www.marquette.edu/csc)

- Internships and full-time positions
- Online resume submission for on campus interviews; searchable by employers
- Calendar to track positions and upcoming career events

**Golden Eagle Search:** Access online through MU Connect

- Comprehensive web-crawler job search engine
- Search internships and jobs by skill area from over 5 million national job postings

**Vault:** Access online through MU Connect

- Online career library including company and career field information
- Research employers, industries, and career subjects

**Reference USA:** Access online through MU Connect

- Identify employers to actively pursue for positions
- Research industries/companies; executives, corporations, company descriptions

**Discover:** Access online at [www.marquette.edu/csc/about/DISCOVER](http://www.marquette.edu/csc/about/DISCOVER)

- Identify strengths and needs, make good career decisions, build a plan based on personal profiles
- Research-based assessments of interests, abilities, and job values
- Explore current databases of occupations, majors, schools and training institutions, financial aid/scholarships
- Please contact our office at 288-7423 to obtain a **user ID** in order to access DISCOVER.

**MU Connect:** Access online through MU Connect

- Database of Marquette alumni who have volunteered to be a source of networking and career advice
- Research career fields and where alumni work
- Find alumni in a particular city, industry, or organization

**MU Career Manager** Access online at [www.marquette.edu/csc](http://www.marquette.edu/csc)

Alumni are encouraged to submit their resume for inclusion in the MU Career Manager program. This comprehensive online job search tool connects students with employers in three main ways. While the majority of position openings are entry-level, we speak with employers regularly who are looking for experienced professionals. This can serve as one source of position openings in your job search.

### **Full-time and Internship Position Openings**

Search full-time, part-time, temporary, internship, & co-op positions. You can even automate your job search and have jobs emailed to you using Job Search Agents.

### **Resume Referral**

While hundreds of firms visit campus each year, there are many that call to request resumes and/or send job vacancies. Resumes of graduating students and alumni actively seeking employment are sent electronically by the CSC staff to employers who have professional career opportunities available.

### **Career Decision Making**

\$50.00 fee to all alumni more than one year out

Includes any or all of the following in conjunction with a career counseling appointment.

***Individual appointments are limited to three one-hour sessions.***

***Career Planning Workbook:*** The *Career Planning Workbook* is designed to help you choose a career path in an educated and deliberate manner. These exercises assist in determining which career fields you may be best suited for based on your interests, skills, and values. You will be able to research and learn about the skills and knowledge required by different career fields and determine how to gain those skills and knowledge.

***Myers-Briggs Type Indicator:*** *Online instrument: 45-50 minutes to complete; one hour to interpret with career professional.* Through your personal interpretation you will learn about your strengths, weaknesses, five things that you need in a career for it to be satisfying, and a list of careers that fit with your personality.

***Strong Interest Inventory:*** The SII is based on the idea that individuals are more satisfied and productive when they work in jobs or at tasks that they find interesting and when they work with people whose interests are similar to their own. The SII takes about 25 minutes to complete and contains 317 items that measure your interests in a wide range of occupations, occupational activities, hobbies, leisure activities and types of people. Your interests are compared to thousands of individuals who report being happy and successful in their jobs. Your personalized report identifies your optimum career choices based on interests and includes additional related occupations with concise job descriptions.

Holthusen Hall, First Floor: 8:00 a.m.-5:00 p.m. Monday through Friday:

For an individual appointment with a career counselor please call ahead to schedule. 414-288-7423

**Visit our website at [www.marquette.edu/csc](http://www.marquette.edu/csc)**