



Services Available in Career Services

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Overview of Services and Programs

Marquette University Career Services Center provides comprehensive career and employment services for undergraduate students, graduate students, and alumni. Resources and services are outlined below.

Career Counseling, Job Search, and Finding Internships

Individual counseling is available by appointment to students and alumni concerning all areas of job search.

- Career direction
- Resumes and correspondence
- Interviewing strategy and preparation
- Job search strategies
- Graduate school decisions and application
- Employer research
- Salary negotiation
- Fellowships and competitive scholarships

The Kimberly-Clark Career Library

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

- Subscriptions to periodicals that profile job vacancies
- Industry information that includes a variety of directories
- 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)

Start here to gain access to information for your career planning and job search needs. Highlights include:

MU Career Manager: Access online at 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 at www.marquette.edu/gateway

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

Optimal Resume: Access online at www.marquette.edu/gateway

- Create, present, and manage customizable resumes
- Create online resume marketing skills and abilities while saving significant time

Going Global: Access online at www.marquette.edu/gateway (Fall 2007)

- Country Career Guides packed with country-specific information
- Job Postings and Internship Listings for any country in the world
- Global Key Employer Directory contains 25,000 country-specific company profiles

InterviewStream: Access online at www.marquette.edu/csc

- Interactive interview coaching program
- Online video-based practice interviewing with feedback of non-verbal behavior

Vault: Access online at www.marquette.edu/gateway

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

Reference USA: Access online at www.marquette.edu/gateway

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

Discover: Access online at 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 at www.marquette.edu/gateway

- 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

Students and 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.

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.

On Campus Interviews:

Each semester more than 1500 interviews take place in the Career Services Center between students and employers for full-time employment and internships. These employers represent business, industry, and government. Employers from education, health, social services, publishing, advertising and related fields participate to a lesser extent in campus recruiting. These employers often recruit students through career fairs, resume referral and internships. Students in all fields are encouraged to register with CSC as many employers that visit campus are looking at candidates from all fields and disciplines.

Students planning to participate in on-campus interviews are recommended to attend an Orientation Session where the MU Career Manager program will be explained. Daily Orientations are held each semester while classes are in session.

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 Fairs

Using MU Career Manager, students can see which organizations will be attending our career fairs.

Fall Career Fair: Two-day fair for Marquette students and alumni only. FALL

WorkForce: Wisconsin Private Colleges Fair held in Marquette's Student Union for MU students and those from other private colleges in Wisconsin. EARLY SPRING

National Jesuit Collegiate e-Fair: 17 Jesuit universities offer an e-Fair to the students and alumni of participating colleges and universities among the Jesuit consortium in the United States. EARLY SPRING

Big East Fairs: Colleges and universities from the Big East Conference schools have joined together to form a Big East Recruiting Consortium. They hold both an on-site fair in Madison Square Garden, New York, NY and a virtual fair. EARLY SPRING

Career Services Center Seminars

Student groups, faculty, and other organizations are encouraged to request presentations on all job search topics.

- Job Seeking on the Internet
- Writing Great Resumes and Correspondence
- Dining Etiquette
- Successful Networking
- Interviewing for Success
- Dress for Success
- Job Search Techniques
- Any other career-related topic

Graduate and Professional School Assistance

The CSC also provides access to students interested in applying to graduate and professional schools. Test applications are available for the GRE, GMAT, LSAT, etc. Students are encouraged to make appointments to discuss application procedures, essay writing, and eligibility for Fulbright, NSF, Rhodes, Marshall and other awards.

Quick Help Career Hours

Brief walk-in sessions are offered every day. Times change each semester; check website for updated hours.