Located on the main walkway – next to the University gym in Building 17
Student Services

- Career Counseling and Assessments
- Career Development Tools (CareerExpress)
- Career Resource Library and Computer Lab
- Internships
- Handshake and Job Binders
- Student Employment
- Informational Workshops and Guides
- Career Events
- On-Campus Interview Program
Career Counseling

We counsel students on the following:

- Résumé development and critiques
- Cover letters & thank you letters
- LinkedIn profiles
- Interview techniques
- Mock interviews
- Job search strategies
- How to choose a major
- What can I do with my degree?
- Second career transition

Scheduled counseling appointments typically last an hour.
Career Assessments

Focus 2

➢ Provides a variety of assessments, such as personality, interests, and values, and then lists careers that match your results; offers rich information on the careers listed; provides a database of majors, including those offered at Cal State LA, associated with the listed careers; and a decision making and action planning tool.

Available online anytime/anywhere via the CareerExpress.

Myers-Briggs

➢ Determines student personality “types” and provides career titles that relate to each of the 16 types

Strong Interest Inventory

➢ Compares student interests with the interests of employed people in 100+ occupations
Career Development Tools

- **CareerExpress** is a robust collection of online resources that can help you with: assessment, career research, planning, preparing for the job search, and job hunting.

- Here are the programs:
  
<table>
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<tr>
<th>Focus 2</th>
<th>Career Spots</th>
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<tbody>
<tr>
<td>Choices Planner</td>
<td>Perfect Interview</td>
</tr>
<tr>
<td>What can I do w/this major?</td>
<td>Interview Stream 360</td>
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<tr>
<td>Candid Career</td>
<td>Vault Career Insider</td>
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<tr>
<td>Occupational Outlook Handbook</td>
<td>Passport Career</td>
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*Any interested student can use these programs.* Go to:

www.calstatela.edu/careercenter/careerexpress
Career Resource Library

Our collection includes the following:

- Numerous books relating majors to careers.
- Books on interviewing techniques, resume and cover letter writing, and job search techniques.
- Job search books for special populations.
- Salary surveys and labor statistics.
- Career binders describing a variety of occupations.
- Graduate school catalogs.
- Binders on various businesses and school districts.
- Study guides for admissions tests.
“Internship” and “Cooperative Education” (Co-op Ed) are two terms for experiential education opportunities that combine academic education with practical experience in a student’s major discipline.

These positions may be paid or unpaid and, with department approval, the student can claim academic credit. Current listings for these positions are posted on the online job board, Handshake, and in the Career Center lobby.

Employers tell us that job candidates with internship experience are almost always preferred over candidates without.
To obtain access to the exclusive job listings for Cal State L.A. students and alumni, students need to register for **Handshake**. By doing so, they can view full-time, part time, summer only, internship, and on- and off-campus positions.

- **Computers with internet access** are available in the Career Library.

- **Job binders** in the Career Center lobby are a compilation of current job openings, organized by College.
Student Employment

- Students who seek employment on campus must be enrolled at least half-time, and may work no more than 20 hours per week.

- Any enrolled student can participate in the Student Assistant Program. The Federal Work-Study (FWS) Program is available only to those who have been awarded FWS as part of their financial aid.

- Jobs are posted on the online job board, Handshake.
Free hour-long workshops are held in our Career Center Library each quarter. The workshop schedule can be found on our website, Handshake, and on our quarterly calendar of events, available in the Career Center.

A selection of workshop titles:
• Writing a Winning Résumé
• Take Control of Your Interview
• Job Search Strategies
• How to Choose a Major
• Get Linked in with LinkedIn
• Is Grad School for Me?
Informational Flyers

Informational flyers are available on our website and in the Career Center lobby.

A selection of flyer titles:

• Résumé Writing
• Cover Letters and Thank You Letters
• Interview Skills
• Employment Guidelines for International Students
• Making the Most of Career Fairs
• Conducting Company Informational Interviews
• Job Search Websites
• Interview Attire
Career Events

Some of the events we have sponsored include:

- Information sessions sponsored by such organizations as FBI, CIA, Children’s Hospital Los Angeles, Sony Pictures, 20th Century Fox, Smithsonian Institute, HACU, City Year, and others

- Professional etiquette luncheons

- Career fairs every fall and spring
On-Campus Interviews (OCI)  
(for seniors & alumni)

- The OCI Program provides on-campus interviews for seniors, recent graduates and alumni with representatives of business, industry, and government agencies.
- Interviews are for full-time and entry level career-related positions. Interviews are scheduled periodically throughout the year, based on employer need.
- Some participating employers,

![Logos of participating companies]
Career Development Center

www.calstatela.edu/careercenter