

# Welcome Faculty

*The mission of Career Services is to empower, support, nurture GMC students and alumni in their exploration and pursuit of lifelong career success.*

## How Career Services Can Assist Your Department & Students

### ➤ **CLASS PRESENTATIONS**

We speak with many classes throughout the year on numerous career topics. Also, keep us in mind if you know you will be away at a conference or event. We'll gladly meet with your students on any of the topics listed below or tailor one to your needs. Please contact us at 215-646-7300; ext: 230 to setup a time and date for Career Services to come into your classroom.

- \*Resume Writing
- \*Job Search Strategies That Work
- \*Professionalism in the Workplace
- \*Thinking about Graduate School?

- \*Cover Letter Writing
- \*Successful Interviewing
- \*Finding Internships
- \*Informational Interviews

### **INTERNSHIP & JOB FAIRS**

Each year GMC students and alumni can participate in a number of on and off-campus events which will enhance and enrich their academic experience and coursework.

### ➤ **WHAT CAN I DO WITH A MAJOR IN**

Career Services can help students who are considering a change of major, or students who are unsure of their career options after graduation. We have documents available to students targeting each individual major that GMC offers, and a list of careers within that major.

### ➤ **CAREER ASSESSMENT INSTRUMENTS**

If a student is unsure of the major or career that's right, or just wants to confirm decisions, consider suggesting them to come to career services for an appointment.

## **How Your Department Can Assist Career Services**

Help students connect with us! One of our biggest challenges is reaching a large number of students to encourage them to utilize our services and see its great value to their future. Here are some services to promote or in which you can participate:

➤ **CAREER SERVICES AND RESOURCES**

You can stress to your students the importance of planning for their careers and the need to do so well before their graduating year. Including the importance of obtaining an internship or doing volunteer work to help build a strong resume.

➤ **CAREER COUNSELING**

Students can meet with a professional staff member to discuss academic/career concerns. Call for an appointment. 215-646-7300; ext: 230

➤ **GUIDE BOOK SERIES**

Free for the taking, students can stop by to pick up a copy or download from our website:

- Resume and Cover Letter Writing
- Job Search
- Interviewing
- Graduate School
- Informational Interviewing

➤ **STUDENT SUCCESS STORIES**

Help us in identifying students/alumni who can be featured on our website/newsletter. The goal is to showcase students who are involved in exciting and successful endeavors such as their job; studying abroad; internship; clinical or practicum experience; volunteer or other involvement on campus such as student clubs or organizations. Please email us the names of any students/alumni who you feel fit this criteria. This is a wonderful opportunity for students to share their experiences to the GMC community.

Contact Information

**Staff:**

Nick Schaefer, Director (ext 420)  
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**E-mail: [careerservices@gmc.edu](mailto:careerservices@gmc.edu) Website: [www.gmc.edu/careerservices](http://www.gmc.edu/careerservices)**

**Location:**  
Campbell Hall