Our Mission
The Career Center promotes career development by encouraging students to integrate their academic and co-curricular experiences and inspiring them to:

EXPLORE
Increase awareness of interests, skills and values; gather information and experience to assist with informed decision-making; promote curiosity about the world in anticipation of lives of leadership and service.

PREPARE
Develop tools, strategies, skills and knowledge related to goals; improve ability to understand and communicate the value of an aggregate Muhlenberg experience; consider the challenges of college to career transition, and plan for lifelong learning.

CONNECT
Network with and obtain information from people, organizations, and other resources that will help meet career goals.

The Career Center is located on the lower level of Seegers Union. Call us at X3170 or e-mail us at careers@muhlenberg.edu. See our semester calendar and sign-up for events/programs through Career Connections.

SERVICES:

Individual Appointments
Meet individually with a career counselor to discuss topics such as choosing a major, job/internship search strategies, exploring career ideas and interview preparation. Stop by the office or call X3170 to schedule an appointment.

Quick Questions/Career Assistant Hours
Walk-in hours are for resume and cover letter critiques and for any questions that might take us 10 minutes or less to answer for you. First-come, first-served in the Career Resource Library.

Monday and Friday 12:30-2:00pm
Tuesday 2:00-3:30pm
Wednesday and Thursday 3:00-4:30pm
(additional hours are posted each semester)

Career Resource Library
Open during business hours, the library has information on all majors and career fields. Feel free to make yourself comfortable. A virtual Career Library is also available through “Career Insider” on our website.

Resume Critiques
We recommend attending a “Resume and Cover Letter” workshop and/or referencing pages in this guide prior to drafting a resume or cover letter and making an appointment. Submit your resume to us by publishing it to the “Resumes for Critique” resume book in Career Connections and you will receive detailed feedback within two weeks. To receive instant feedback, come to daily Quick Questions hours.

Job Listings
The Career Resource Library contains listings of part-time and summer jobs. Your Career Connections account (accessed through our homepage - www.muhlenberg.edu/careercenter) - is an excellent starting place for viewing post-grad jobs and internships online. This guide has more reference information. Also, from our website you can link to other job posting sites and see job fair information.

Networking
The connections you make today can lead to many opportunities that will help with your future success. This can include faculty, administrators, alumni, friends, summer job bosses, cousins, hair dressers, neighbors, etc. It’s important for you to be aware of these ‘hidden opportunities’ and be able to recognize their significance when you are looking for internships or jobs. Keep a list of people with whom you want to reconnect so you have this when you are ready. In this guide, there is more information about networking.

Mock Interviews
Offered upon request. This simulation of a true employment or graduate school interview gives you a chance to try your skills in a non-threatening environment and receive constructive feedback. Can be recorded, if requested.
Food for thought:
Invite us to speak to your organization or club, or collaborate on a trip or project.

Contact Alana at aalbus@muhlenberg.edu