



## CAREER & LEADERSHIP DEVELOPMENT

### DO YOU KNOW ? -

FOCUS 2 is an online major/career exploration and planning tool designed to help you make decisions about future career goals and education plans. By researching career/major paths that fit your unique interests, personality, and values, you will make more informed decisions and will better prepare you to develop and achieve your aspirations.



### CLICK TO REGISTER

Use Access Code: bcc

Note: You will need your student ID# and your Brookdale email to register!

**ARE YOU REGISTERED?** 



The College Central Network (CCN) is an online job and internship database for current Brookdale students or Alumni. Stay up to date with new opportunities and register with CCN today!

### Research Career Pathways!



## NOW ACCEPTING 2019-2020 CAREER PEER APPLICATIONS!

Are you looking to develop your professional skills, become an engaged student, and work on campus? A position as a Career Peer may be your perfect opportunity! Career Peers are trained to provide fellow Brookdale students with resume reviews, career exploration, and career readiness resources. If you are interested in becoming a 2019-2020 Career Peer please contact Career & Leadership Development at 732-224-2792 or click below to complete an online application.

## NOT TOO SURE OF YOUR FUTURE CAREER? IS YOUR MAJOR STILL UNDECIDED?

You may want to consider registering for the College Success Seminar Course (CSSC105) for this Fall. This three credit course will help you become a more successful college student and provide opportunities to explore career and major opportunities!

### Stay Connected!



Career & Leadership Development



Career and Leadership Development is a full service department that assists and engages students in the development of the skills and experiences needed to obtain future career goals. Through resume writing assistance, interview skills workshops, job fairs, guest speakers, career days, and the opportunity for one-on-one consultations with one of our Career and Leadership Development professionals, students can gain the skills and connections needed for future career and employment success. Call 732-224-2792 to make an appointment.



Interested in becoming a Fall 2019 Career Peer? [CLICK HERE](#)



On April 26th students had a great opportunity to tour the Monmouth County Sheriff's Office and ask questions regarding criminal justice internships and careers. If interested in applying for an exciting internship opportunity contact Career & Leadership Development for an application or click above. Student internships with the Sheriff's Office are limited to 5 per semester and will be approved on a first come first serve basis. Application periods including deadlines for submission are listed below. Dates in bold are deadlines for consideration for acceptance in respective semesters.



**DOWNLOAD INTERNSHIP APPLICATION HERE**

Fall Semester  
Spring Semester  
Summer Semester

Applications accepted **July 1 – August 1**  
Applications accepted **November 1 – December 1**  
Applications accepted **April 1 – May 1**

## JOB SEARCH: NEW GRAD ROADMAP

As a new or soon-to-be grad seeking employment, you may be facing your first job search. If you didn't start actively looking at least three months before graduation, or are uncertain about how to reach your job destination, the following steps will help you map out your job search and the journey ahead.

### Step #1: Make job searching a full-time job

Job searches take time. You need to refine your résumé and interviewing skills, make industry connections, follow up on applications, and more. Plan to dedicate a full day, each day to finding a job.

### Step #2: Research

Identifying the right jobs for you involves finding the right organizations and industries. Research online business journals, industry publications, even your local paper, to learn about companies that might be a fit. Look into career paths and what type of profession you may want to pursue.

### Step #3: Tailor your application

Once you have identified jobs that match your background, create a customized résumé for each posting, directly matching your skills to the individual application. And, tailor each cover letter you write to target that role.

### Step #4: Pitch professionally

After you have identified the companies, industries, and jobs that interest you, determine how to present yourself as a "good fit." Start by developing and practicing an "elevator pitch," a three or four sentence summary of your candidacy. Include your skills and what career(s) interests you and practice answering interview questions, as well as how to best showcase your skills to an audience.

### Step #5: Create a professional online profile

Your virtual presence should be equally professional in appearance. Expect recruiters to search for you online; you want them to like what they see. Create an online portfolio at CollegeCentral.com and LinkedIn profile that match your résumé. Eliminate any content or photos that might be construed as negative or unprofessional.

### Step #6: Meet people in person

Connect with people in your industry! Networking is an effective tool when looking for a job. In fact, most openings are found through personal connections. Look for local trade shows, professional organizations, and alumni events where you can get to know people in your future field. Your contacts may even include classmates who secured jobs a semester before graduation. Volunteerism is also a great way to stay active and become involved with your local community while you are looking for work. A new connection might lead to your next interview.