**Career Center**



Overview of Services

**Mission:** The Career Center at California State University, San Bernardino empowers students and recent alumni to develop a lifelong skill-set for an ever-changing labor market through exploration, programming, and experiential learning opportunities to meet their personal and professional goals. Career.csusb.edu

[Handshake](https://www.csusb.edu/career-center/students-alumni/handshake)

* Online platform that connects Coyotes with internships, jobs and career opportunities. Use Handshake to find workshops, events, attend a career fair, interview with an employer and other career development programming

Career Counseling Appointments & Drop-insCurrently Available via [Zoom](https://www.csusb.edu/its/support/it-knowledge-base/detail?id=943d7d336ee3d86f69717e4f37a618226264f5d58b)

* Scheduled using Navigate
* Individualized 30 minute appointments and 15-minute drop in sessions to help students identify personal and professional goals based on their academic and professional interests.
* Appointment types:

[Resume & cover letter development](https://www.csusb.edu/career-center/students-alumni/career-resources/resumes-cover-letters-cvs)

[Major choice/career exploration](https://www.csusb.edu/career-center/students-alumni/career-resources/explore-majors-careers)

[Internships](https://www.csusb.edu/career-center/students-alumni/internships)

[Job search](https://www.csusb.edu/career-center/students-alumni/career-resources/job-internship-and-volunteer-search)

[Networking skills](https://www.csusb.edu/career-center/students-alumni/career-resources/build-professional-connections)

[Interview Prep/Mock Interviews](https://www.csusb.edu/career-center/students-alumni/career-resources/interview-skills)

[LinkedIn profile development](https://www.csusb.edu/sites/default/files/LinkedIn%20Profile%20Checklist%20-%20College%20Students_0.pdf)

Career assessment advising & review

Graduate school/personal statement

[**Career Readiness Series**](https://www.csusb.edu/career-center/students-alumni/attend-workshop/career-readiness-series)

* Workshops that engage students and alumni with information about career related topics such as resumes, major exploration, networking, job/internship strategies, and creating a LinkedIn profile. Tuesdays @Noon via Zoom

[**Events**](https://www.csusb.edu/career-center/events)

* Over fifteen career fairs and numerous recruitment events hosting over 300+ employers and organizations to recruit for opportunities and specialized programs, all designed to partner students and alumni with industry leaders.

Virtual Tools

* [Big Interview](https://www.csusb.edu/career-center/students-alumni/career-resources/interview-skills)
	+ Virtual mock interview service that students/alumni can use 24/7 to develop interviewing techniques
* [What to Do with This Major](https://www.csusb.edu/career-center/students-alumni/career-counseling/what-can-i-do-major)
	+ What to Do with Major is an online resource that encourages students to explore careers related to different majors. Each major lists possible fields, companies that employ within those fields, and strategies for those who are interested. Students can access this website free of charge through the Career Center website.

[Internship Awards](https://www.csusb.edu/career-center/students-alumni/internships/internship-awards)

* The Career Center Internship Award ($1000) supports students and showcases the value of internships. The Internship Team at the Career Center provides students with the necessary resources and tools to enhance their professional development and internship experience.
* The Explore Award ($1000) provides local, small businesses a cost-effective staffing solution while offering students an opportunity to engage in experiential education. Additionally, the award supports students who choose to work local and serve the local community. The Internship Specialist and Internship Counselor take a lead role in guiding and ensuring students are receiving a valuable offsite internship experience.

[HACU Conference Student Track Scholarship Award](https://www.csusb.edu/career-center/students-alumni/hacu-track-scholarship)

* Selected students undergo a rigorous two-day pre-conference held in August to fully prepare them to attend the [HACU Annual Conference](https://www.hacu.net/hacu/Annual_Conference1.asp). As a HACU Scholar, students are assigned a counselor to identify their goals and equip them with the necessary resources and tools to successfully attend the conference. The scholarship also includes all travel/logistics, hotel accommodation and conference registration.

Clothing Closet *will return soon!*

* Offers students professional attire in preparation for an interview, job, and/or internship. Students are encouraged to come to the clothing closet and shop our collection at no cost during business hours. All clothing is donated by faculty, staff, alumni, and community members.