

# Nassau Community College

DEPARTMENT OF STUDENT PERSONNEL SERVICES • ACADEMIC STUDENT SERVICES

## CAREER GUIDE

2023-2024



A VALUABLE RESOURCE FOR YOUR  
ACADEMIC AND PROFESSIONAL GOALS

We Transform Lives.

# NASSAU COMMUNITY COLLEGE

Career Development Service Area  
Department of Student Personnel Services  
Academic/Student Services

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Dear NCC Student,

The Department of Student Personnel Services at Nassau Community College provides free counseling services for Nassau Community College students and alumni, to help them succeed academically, personally and professionally. The Career and Transfer Counseling Center provides help in graduating and transferring easily from NCC to another college or university, and planning for and beginning a professional career. We encourage you to contact us to schedule an appointment and take advantage of our many workshops and events offered.

Whatever lies ahead, the Career and Transfer Counseling Center is here to support and assist you with your future plans. We encourage you to use this guide which will provide you with valuable career related information and resources, and acquaint you with the many support services that we offer. We encourage and invite you to visit our offices, whether in person or virtually online. Utilize our websites 24/7 to learn more about our services, events and to access our career planning software. Make sure to set up your personal accounts on Focus 2 and Vault. More information about these online resources are located elsewhere in this guide and on our websites.

Finding a meaningful and satisfying career can sometimes take time, energy and effort and involves your active engagement. So take action, be open to new experiences and use these challenging times to learn in new ways, think outside the box and adapt to new situations. We wish you much success in your career endeavors and look forward to helping you design your career futures.

Best Wishes,

The Career and Transfer Counseling Center

## General Information

### Career and Transfer Counseling Center

Nassau Hall (M) – Room 19

phone: 516.572.7696

[www.ncc.edu/careercounseling](http://www.ncc.edu/careercounseling)

[www.ncc.edu/transfercounseling](http://www.ncc.edu/transfercounseling)

[www.ncc.edu/SPD\\_employerservices](http://www.ncc.edu/SPD_employerservices)

Follow us on Instagram@NCCCareerTransfer

For further information about programs and/or special events, visit our offices, call us or visit us at each of our websites.

## FALL 2023 & SPRING 2024 EVENTS

### FALL 2023

#### Career Counseling Workshops and Events:

**Get Focused:** Thurs., Sep. 14, 2023,  
10:00 a.m. – 11:15 a.m., Location: M-39

**Major Choices:** Wed., Sep. 27, 2023,  
2:00 p.m. – 3:15 p.m., Location: M-39

**Get Focused:** Tues., Oct. 10, 2023,  
1:00 p.m. – 2:15 p.m., Location: M-39

**Networking for Career Success:** Thurs., Oct. 26, 2023,  
10:00 a.m. – 11:15 a.m., Location: M-39

**Get Focused:** Wed., Nov. 8, 2023,  
11:00 a.m. – 12:15 p.m., Location: M-39

**Major Choices:** Tues., Nov. 21, 2023,  
2:00 p.m. – 3:15 p.m., Location: M-39

**Get Focused:** Wed., Dec. 6, 2023,  
9:30 a.m. – 10:45 a.m., Location: M-39

### SPRING 2024

#### Career Counseling Workshops and Events:

**Get Focused:** Thurs., Feb. 1, 2024,  
10:00 a.m. – 11:15 p.m., Location: M-39

**Career Success Conference:** Tues., Feb. 13, 2024,  
Time and Location TBA

**What's Your Type?:** Wed., Mar. 6, 2024,  
2:00 p.m. – 3:15 p.m., Location: M-39

**Get Focused:** Thurs., Mar. 21, 2024,  
1:00 p.m. – 2:15 p.m., Location: M-39

**Major Choices:** Tues., Apr. 9, 2024,  
2:30 p.m. – 3:45 p.m., Location: M-39

**Get Focused:** Wed., April 24, 2024,  
11:00 a.m. – 12:15 p.m., Location: M-3

### FALL 2023

#### Student Professional Development & Employer Services Workshops and Events:

**Resume & Business Correspondence Workshop:**  
Thurs., Sept. 28, 2023,  
10:00 a.m. – 11:15 a.m., Nassau Hall/M-39

**Interview & Dress for Success Workshop:**  
Thurs., Oct. 19, 2023,  
10:00 a.m. – 11:15 p.m., Nassau Hall/M-39

**Mock Interviews (by appointment)**  
Wed., Oct. 25, 2023,

9:00 a.m. – 4:00 p.m., Rm. M-39, Nassau Hall  
E-mail: Laurie.Joseph@ncc.edu (before Oct. 23rd) to  
book your ½ hour appointment time.

#### **Virtual Mock Interviews (by appointment)**

Fri., Oct. 27, 2023,  
9:00 a.m. – 4:00 p.m., Zoom  
E-mail: Laurie.Joseph@ncc.edu (before Oct. 23rd) to  
book your ½ hour appointment time.

#### **Job Search Strategies and Introduction to Vault Workshop:**

Thurs., Nov. 2, 2023,

10:00 a.m. – 11:15 p.m., Nassau Hall/M-39

**Resume Clinic:** Evening Activity Hour,

Tues., Dec. 5, 2023, 5:30 p.m. – 6:45 p.m., CCB

### SPRING 2024

#### Student Professional Development & Employer Services Workshops and Events

#### **Resume and Business Correspondence Workshop:**

Wed. March 27, 2024,  
12:30 p.m. – 1:45 p.m., Nassau Hall/M-39

#### **Interview & Dress for Success Workshop:**

Tues., Feb. 13, 2024,  
4:00 p.m. – 5:15 p.m., CCB

#### **Mock Interviews (by appointment)**

Wed., Apr. 3, 2024,  
9:00 a.m. – 4:00 p.m., M-39 (Nassau Hall)  
E-mail: Laurie.Joseph@ncc.edu (before Apr. 1st) to  
book your ½ hour appointment time.

#### **Virtual Mock Interviews (by appointment)**

Fri. Apr. 5, 2024, 9:00 a.m. – 4:00 p.m., Zoom  
E-mail: Laurie.Joseph@ncc.edu (before Apr. 1st) to  
book your ½ hour appointment time.

#### **Resume and Business Correspondence**

**Virtual Workshop:** Wed. April 10, 2024,  
12:30 p.m. – 1:45 p.m., Zoom

#### **Virtual Resume Clinic:** Evening Activity Hour,

Tues., Apr. 16, 2024,  
8:30 pm – 9:50 pm, Zoom

#### **The Annual NCC Job Fair**

(for students and alumni): Thurs., May 2, 2024,  
9:30 a.m. – 12:30 p.m., Field House, P Building  
(Physical Education Complex)

#### **Job Search Strategies and Introduction to Vault Workshop:**

Thurs., May 2, 2024,  
2:30 p.m. – 3:45 p.m., Nassau Hall/M-39

### FALL 2023

#### Transfer Counseling Workshops and Events:

#### **Transfer Information Workshops**

Thurs., September 7, 2023,  
11:30 a.m. – 12:30 p.m., M-39 (Nassau Hall)

Thurs., September 21, 2023,  
11:30 a.m. – 12:30 p.m., M-39 (Nassau Hall)

Wed., September 27, 2023,  
3:30 p.m. – 4:30 p.m., CCB Rm. 254

Mon., October 9, 2023,  
3:00 p.m. – 4:00 p.m., M-39 (Nassau Hall)

Thurs., October 19, 2023,  
11:30 a.m. – 12:30 p.m., Zoom

Mon., October 30, 2023,  
2:30 p.m. – 3:30 p.m., M-39 (Nassau Hall)

Tues., November 7, 2023,  
3:00 p.m. – 4:00 p.m. CCB Rm. 254

Tues., November 14, 2023,  
7:00 p.m. – 8:00 p.m., CCB EAH

Tues., December 5, 2023,  
2:00 p.m. – 3:00 p.m., M-39 (Nassau Hall)

Mon., December 18, 2023,  
3:30 p.m. – 4:30 p.m. CCB (waiting on confirmation)

#### **SUNY/CUNY Fall Transfer Fair**

Tues., October 3, 2023,  
11:00 a.m. – 1:30 p.m., CCB Multipurpose Room

#### **Private and Out of State Colleges/Universities Fall Transfer Fair**

Wed., October 4, 2023,  
11:00 a.m. – 1:30 p.m., CCB Multipurpose Room

#### **Nursing and Allied Health Transfer Fair**

Tues., October 24, 2023,  
11:00 a.m. – 1:00 p.m., CCB Rm. 252-253

### SPRING 2024

#### Transfer Counseling Workshops and Events:

#### **Transfer Information Workshops**

Mon., January 29, 2024,  
3:30 p.m. – 4:30 p.m., M-39 (Nassau Hall)

Thurs., February 8, 2024,  
11:30 a.m. – 12:30 p.m., M-39 (Nassau Hall)

Thurs., February 29, 2024,  
2:00 p.m. – 3:00 p.m., CCB Room TBD

Thurs., March 7, 2024,  
11:30 a.m. – 12:30 p.m., M-39 (Nassau Hall)

Tues., March 19, 2024,  
3:00 p.m. – 4:30 p.m., Zoom

Thurs., March 28, 2024,  
11:30 a.m. – 12:30 p.m. M-39 (Nassau Hall)

Mon., April 15, 2024,  
3:00 p.m. – 4:00 p.m. CCB Rm. TBD

Tues., May 14, 2024,  
3:00 p.m. – 4:00 p.m., CCB Rm. TBD

#### **Spring Evening Transfer Fair**

Wed., March 6, 2024,  
3:00 p.m. – 6:00 p.m., CCB Multipurpose Room

[https://www.ncc.edu/campusservices/spd\\_employerservices/events.shtml](https://www.ncc.edu/campusservices/spd_employerservices/events.shtml)

Campus Recruiting is scheduled throughout the year on certain dates in the Lobby of the G Building.

Please call 516.572.7696 for scheduling or visit [https://www.ncc.edu/campusservices/spd\\_employerservices/events.shtml](https://www.ncc.edu/campusservices/spd_employerservices/events.shtml)

## The Top Ten Reasons to Visit the Career and Transfer Counseling Center:

10. *You'll be able to answer the inevitable question, "What do you want to be when you grow up?"*  
**The NCC Career Counselors can assist you to explore your career options and choose a major.**  
*You can learn how to set up your own personal career planning account on Focus2, which can help you with your career decision making, research and planning.*
9. *You can connect and hang out with people who can actually help you learn about the realities of the work world.*  
You can find out how to conduct information interviews and utilize our Career Resource Network of faculty and working career professionals.
8. *You can "just do it" here...research that is.*  
We can provide you with internet resources, literature, and information about your academic and career plans. Our websites provide you with valuable career related programs and resources.
7. *You can always get a free lunch (or snacks) at one of our special events.*  
See our calendar of events to find out where your next meal is coming from.
6. *You can get noticed...*  
By preparing a professional looking resume, cover letter, and by practicing interviewing skills.
5. *You can get experience...*  
You can find meaningful employment, volunteer or internship experience.
4. *You don't have to go far to meet with employers and colleges.*  
Job and transfer opportunities are available right here on campus, with numerous upcoming visits by employers and colleges.
3. *It doesn't get any easier than this!*  
*Get help with your transfer applications.*
2. *We are open 24/7!*  
You can visit us online at [www.ncc.edu/careercounseling](http://www.ncc.edu/careercounseling), [www.ncc.edu/spd\\_employerservices](http://www.ncc.edu/spd_employerservices), [www.ncc.edu/transfercounseling](http://www.ncc.edu/transfercounseling).

### And the Number One Reason to Visit Our Offices...

➔ *It's the best bargain in town!* It's all FREE for NCC students. ←

# Career Counseling Services and Resources

Planning your career can be one of the most exciting and enriching times of your life. Career planning is a process that enables you to learn more about you and who you are becoming. This self-knowledge, when put together with an understanding of the world of work helps you to make informed decisions and to take action. The Career Counselors at the Career and Transfer Counseling Center can help you discover a variety of career possibilities that are appropriate for you.

## OUR CAREER COUNSELING SERVICES AND RESOURCES INCLUDE:

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### ► INDIVIDUAL CAREER COUNSELING

Counseling may involve the exploration and analysis of a student's interests, skills, values and personality characteristics. Assistance is given in setting appropriate short and long-term career goals.

### ► GROUP COUNSELING SESSIONS

Students are invited to sign up for special group counseling programs such as "Career Planning for the First Year Student" and "Major Choices: Connecting Majors to Careers?" Our group workshops are scheduled throughout the academic year.

### ► FREE VOCATIONAL ASSESSMENTS AND INTERPRETATION

There are no magic answers to be found in career inventories and tests, but if you are having difficulty determining your interests, values and skills and are unsure how these may relate to specific career possibilities, you may find taking some of the career assessments available helpful. All NCC students also have free access to Focus2, a career planning program, located on our website, [www.ncc.edu/careercounseling](http://www.ncc.edu/careercounseling).

### ► CAREER COUNSELING WEBSITE

Can't visit us in person? Visit us online at [www.ncc.edu/careercounseling](http://www.ncc.edu/careercounseling) to find out about our programs, events and resources, to learn more about the career planning process, to connect with a counselor and to link to additional online resources.

### ► CAREER RESOURCE NETWORK

One of the most effective ways to learn more about a career is to conduct an information interview with individuals working in a career field that interests you. The Career Resource Network was established to provide students with the opportunity to interview faculty and successful alumni representing a variety of career fields. Students interested in conducting an informational interview are encouraged to contact one of the career counselors for a referral. Pick up one of our Career Network Brochures for suggestions and tips on how to use the network.

### ► CANDID CAREER

These Online archives feature hundreds of information interviews with career professional offering insightful and valuable career advice. To gain access, just visit our website at [www.ncc.edu/careercounseling](http://www.ncc.edu/careercounseling) or come to the Career and Transfer Counseling Center, M-19 to learn more.

## SERVICES FOR FACULTY

### ► CLASSROOM PRESENTATIONS/CAREER CENTER VISITS

Faculty may arrange class visits to the center or may request classroom workshops on the following topics: career exploration, career planning and assessment, personality type and career, values clarification, and researching careers using the internet.

# Debunking Common Career Myths

Having career myths or misconceptions about careers can cause you to overlook many possibilities or limit your options. How can you keep myths from derailing your career? First you need to recognize them and understand that these beliefs can interfere with or limit your ability to develop career goals and expand your options. You will need to look beyond your misconceptions and uncover the realities by gathering facts from reputable sources.

**Consider the following statements.  
Are they myths or realities? Read below to find out.**

**#1. "THERE IS ONE PERFECT JOB FOR ME."**

**Myth:** There are many possible careers that can be satisfying to you and make you happy. Once you have identified what your interests, skills and values are, you will find that there are a number of occupations that are potential good "fits."

**#2. "MY CAREER HAS TO MATCH MY MAJOR."**

**Myth:** Unless you are planning to enter a field that requires specific technical skills, most employers look for employees who possess skills and experiences that are related to the job. Most jobs don't specify which college major is needed. One major can lead to many different careers. So, work on developing your skill set, and get involved in student activities, internships and part time/summer employment that interest you.

**#3. "TAKING A CAREER ASSESSMENT OR VOCATIONAL TEST WILL TELL ME EXACTLY WHAT CAREER IS RIGHT FOR ME."**

**Myth:** While career assessments can provide you with valuable self knowledge and point out a variety of career options to explore, no test will provide you with a "perfect" match. It is always helpful to discuss any assessments that you take with a career counselor.

**#4. "LIBERAL ARTS, HUMANITIES AND SCIENCE MAJORS ARE USUALLY UNEMPLOYABLE AFTER COLLEGE."**

**Myth:** These majors help students to develop very valuable "transferrable" skills in areas such as writing, communication, research, problem solving and critical thinking. These basic skills can be transferred and utilized in many different areas. Talk to a career counselor to learn more about the transferrable skills you are developing and learn how to apply them to the world of work.

**#5. "I NEED TO MAKE THE RIGHT CHOICE BECAUSE I WILL BE IN THIS CAREER FOR THE REST OF MY LIFE."**

**Myth:** Career planning is an on-going process. Over your career lifetime you will be re-evaluating your career plan several times. According to statistics, most people will change jobs 5-7 times and change their career direction 3-5 times. Think about it, many occupations that will be available in the future don't even exist yet! Your career choice should be based on what's best for you now, keeping in mind that you will need to evaluate and re-evaluate that career decision over time.

**#6. "THE BEST PLACE TO START LOOKING FOR AN OCCUPATION IS WHERE EMPLOYERS ARE HIRING NOW."**

**Myth:** While job trends can be useful, they shouldn't be the only consideration when making a career choice. Remember, that the job market fluctuates continuously due to economics, technological advances, and labor supply. Even though a field may be competitive, or may have limited openings, there are other things you can do to make yourself more marketable to an employer. To learn how to conduct a more effective job search, you can visit the Student Professional Development/Employer Services in Nassau Hall, room 39

**#7. "MY FAMILY, FRIENDS AND TV SHOWS ARE THE BEST SOURCES FOR CAREER ADVICE."**

**Myth:** While seeking advice from friends and family may be useful and learning about careers from TV may offer you certain impressions about a field, the advice and impressions can sometimes be misleading. Before you decide to pursue any career field it is important to get accurate facts and information about that field. Check out the resources on [ncc.edu/careercounseling](http://ncc.edu/careercounseling) or speak to a career counselor to get the facts.

The Career and Transfer Counseling Center can help you debunk any career myths you may have. To get started, read the section of our guide called, "Career Planning in Three Easy Steps." Then complete the Career Party Quiz to learn more about yourself. You may also want to do additional research on careers by visiting some of the career related websites we've identified in this guide. We encourage you to make an appointment with one of our counselors or to visit us in our office in Nassau Hall, Room 19.

# Career Planning in 3 Easy Steps!!

## ➔STEP 1– KNOW YOURSELF AND ENGAGE IN SELF-ASSESSMENT

This means that you need to identify your interests, strengths, work values and personality style.

### ASK YOURSELF THE FOLLOWING QUESTIONS

How do I like to spend my time? What are my hobbies?  
What activities do I find fun and satisfying?  
What are my favorite subjects? In what subjects do I excel?  
What do I do well? What are my talents and skills?  
What is really important to me in a career (working with people, leadership, independence, etc.)?  
In what kind of work environment would I feel most comfortable?  
What adjectives would I use to describe myself (outgoing, quiet, artistic, competitive, organized, helpful, practical, curious, expressive, energetic, etc.)?

**NEED HELP?** Make an appointment to see a career counselor. You can take a vocational interest inventory, or spend time working on “Focus,” a career planning internet based program available on our website, [www.ncc.edu/careercounseling](http://www.ncc.edu/careercounseling) and at the Career and Transfer Counseling Center, Nassau Hall(M), Room 19. Consider taking SPS 101, a 1 credit elective career orientation course or SPS102, a 3 credit elective course in Career Development and Exploration.

## ➔STEP 2– EXPLORE THE WORLD OF WORK, RESEARCH CAREERS AND RELATED MAJORS THAT INTEREST YOU

Take coursework that interests you or that may be related to a career field you’d like to explore.  
Read about the fields that interest you. Spend some time online visiting the recommended sites suggested by the Career Counselors.

### SOME HELPFUL RESOURCES IN OUR CENTER INCLUDE:

The Occupational Outlook Handbook  
The Guide to Occupational Exploration  
O\*Net Dictionary of Occupational Titles  
College Majors and Careers  
“Focus 2,” an internet based career planning program  
Media resources, computer terminals and other career specific books on a variety of career fields  
Candid Career

### WHEN READING AND RESEARCHING, GATHER THE FOLLOWING INFORMATION

What are the tasks, duties and responsibilities related to the work?  
What are the working conditions and work environment like?  
What kinds of employers hire people in this field?  
What kind of coursework, training, skills, licenses or certifications are required to do this work?  
What are the typical starting salaries? Are there opportunities for advancement?  
What is the job outlook?  
What other careers are related to this work?

**CAN'T GET TO OUR OFFICE?** Visit the Career Counseling website online at [www.ncc.edu/careercounseling](http://www.ncc.edu/careercounseling). We have links to a variety of websites that can help you gather information about many career fields.

Other career related information is available to you at the NCC library as well as at your local library. Check out the **Lib Guide on Careers** on the NCC library Website. Consult with a reference librarian who can help you locate trade journals, magazines and professional associations related to your field of interest.

## ➔STEP 3– TAKE ACTION

- Schedule an appointment with a career counselor at the NCC Career and Transfer Counseling Center, Nassau Hall (M), Room 19, to discuss your options and to develop a plan.
- Use course electives to explore different careers and to test your skills.
- Get involved in campus activities and organizations that are related to your interests and that will help you to develop skills appropriate to your fields of interest.
- Seek part-time work, internships or volunteer experiences that will provide you with an opportunity to learn about a profession and to develop necessary skills.
- Develop your communication, self-management and technology skills. Employers seek people who can think, express themselves well orally and in writing, and who can get along well with others. Basic computer skills are a must. Employers want employees who are dependable, reliable, organized and manage their time well. Work on developing a professional image, which exudes confidence and a positive attitude. Take courses, attend workshops and get involved in activities that will help you develop these skills.
- Build your network. Interview faculty, family, community members and professionals in fields that interest you.
- Consider taking SPS 202 Career Management (3 credits) to learn about effective resume and cover letter writing, networking strategies and etiquette skills.

**NEED CONTACTS?** Visit the NCC Career and Transfer Counseling Center to obtain contacts through our Career Resource Network. Utilize our Career Resource Network to connect with NCC Alumni, faculty and other career professionals.

Stop by the Career and Transfer Counseling Center, Nassau Hall (M), Room 19, to pick up a brochure to learn how the network works and to learn more about information interviewing. Attend career related workshops, programs and special events. Check the website for upcoming events.

### REMEMBER

*Be patient. Choosing a career doesn't happen magically. It is a process that occurs over time. As you learn more about yourself and the world of work, it will become easier to identify possible career options that are meaningful and satisfying to you.*







*The NCC Career Counselors wish you good luck as you begin your career journey!*



# Take the "Career Party" Quiz

Put your interests and personality to work for you! Very often, the key to a successful career is "doing what comes naturally." Are you a born scientist, salesperson, or teacher? To find out more about your "occupational type" and to learn how you can apply this to choosing the right career for you, complete the following quiz.

Pretend you are at a party where people with similar personalities and interests gather in small groups. Read through each group's description and then select which group(s) is most like you.

TYPE		DESCRIPTION
<b>The "Doers"</b> <i>Realistic</i>		Robust, rugged, physically strong, practical, good motor coordination, mechanical, like the outdoors, like to work with machines or tools, prefers independent activities and environments.
<b>The "Thinkers"</b> <i>Investigative</i>		Task oriented, get all wrapped up in their work, like to observe, learn, investigate, analyze, solve problems, like to work independently, dislike repetitive activities, introspective, prefer to work with ideas and information.
<b>The "Creators"</b> <i>Artistic</i>		Creative, imaginative, intuitive, original, dislike rules, deal with problems through self-expression in the arts (painting, writing, dancing, music, etc.), sensitive and expressive.
<b>The "Helpers"</b> <i>Social</i>		Sociable, responsible, humanistic, like to work in groups, have verbal and interpersonal skills, like to cure, train, develop or enlighten others, people oriented.
<b>The "Persuaders"</b> <i>Enterprising</i>		Strong leaders, ambitious, status, enjoy making things happen, like to influence or persuade others, assertive, popular, self-confident, values financial success.
<b>The "Organizers"</b> <i>Conventional</i>		Like clear-cut, definite situations, conscientious, efficient, practical, like to work with data, have clerical or numerical ability, orderly, calm, dependable, like carrying things out in detail or following through on other's instructions.

Look at the chart below to find suggested coursework and examples of occupations that match your type. Visit the Career and Transfer Counseling Center to find out about your type, for an expanded list of occupations and detailed information about these career fields. Now take the next step. Complete a similar activity online at <http://careerzone.ny.gov/views/careerzone/index.jsf>. Once you have selected your groups, the Website will present you with a list of career titles to explore. In addition, the site will provide you with detailed information about each of these occupations, and training opportunities as well as career videos.

TYPE	SUGGESTED MAJORS/COURSEWORK	EXAMPLES OF OCCUPATIONS
<b>The "Doers"</b> <i>Realistic</i>	Civil and electrical engineering, computer repair, criminal justice, physical education, telecommunications technology, radiologic technology, construction management	Engineer, police officer, physical education teacher, professional athlete, firefighter, military personnel, electrician, plumber, carpenter, veterinarian, radiologic technician
<b>The "Thinkers"</b> <i>Investigative</i>	Science, computer science, psychology, allied health sciences, math	Biologist, nurse, physician, psychologist, computer programmer, economist, statistician
<b>The "Creators"</b> <i>Artistic</i>	Art, communication arts, media, commercial art, fashion design, interior design, music, photography, theater	Actor, writer, graphic designer, interior designer, fashion designer, photographer, journalist, English teacher, musician, editor, film producer, broadcaster
<b>The "Helpers"</b> <i>Social</i>	Social work, sociology, education, psychology, nursing, criminal justice	Social worker, teacher, counselor, nurse, human services worker, occupational therapist, speech pathologist
<b>The "Persuaders"</b> <i>Enterprising</i>	Business administration, public relations, advertising, hospitality management, political science, law, finance, marketing, public speaking	Lawyer, politician, financial planner, advertising executive, public relations director, sales representative, hotel manager, marketing manager, real estate broker, insurance agent
<b>The "Organizers"</b> <i>Conventional</i>	Paralegal, accounting, office technology, banking, finance, medical transcription	Accountant, bookkeeper, paralegal, financial analyst, medical records technician, administrative assistant

## Web Resources for Career Exploration and Planning

The following are some of the websites can be directly linked from our web page:  
([www.ncc.edu/careercounseling](http://www.ncc.edu/careercounseling) click “Links”) Visit us online for a complete listing of suggested websites.



**Personality Type** — [www.16personalities.com](http://www.16personalities.com)

This site contains a brief questionnaire, that allows you to explore your “type” and relate it to career possibilities.

**Occupational Outlook Handbook** — [www.bls.gov/ooh](http://www.bls.gov/ooh)

This site is a direct link to the US Department of Labor’s current edition of the Occupational Outlook Handbook.

**New York State Department of Labor, Career Zone** —  
[www.nycareerzone.ny.gov](http://www.nycareerzone.ny.gov)

This NYS site provides a variety of information related to careers and the career planning process.

**My Next Move** — [www.mynextmove.org](http://www.mynextmove.org)

This easy to use site gives one-page snapshot summaries of careers and then can link to more detailed information on O\*Net.

**O\*NET Online** — <http://online.onetcenter.org>

This website provides brief and comprehensive descriptions of job titles, career fields and industries.  
This site is helpful while conducting company research and exploring various job titles.

# Special Online Career Planning Tools for NCC Students



FOCUS-2 is a self-paced career guidance tool that enables students to self-assess relevant personal qualities and to explore career fields and major areas of study related to their personal profiles.

## Focus2 features:

- Career Assessments
- Help with selecting a major and career path
- Occupational Information and Career Planning Tools

## Focus2 can help students answer the following questions:

- Which careers might be a good fit for me?
- What can I do with a major in...?
- How can I prepare now for my future career?
- What is the job outlook for my chosen career field?

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Create your Focus2 account at [www.ncc.edu/careercounseling](http://www.ncc.edu/careercounseling)

## INTRODUCING VAULT-- AN INFOBASE CAREER PLATFORM

Vault helps students and alumni access career tools and learn about employers, internships, companies and industries.

See many resume and cover letter samples. Learn how to prepare for interviews and access insider information on what it's really like to work in an industry, company, or profession—and how to position yourself to land that job.

\*To access the platform for the first time, please select this URL (<https://ncc.vault.com>).

\*The next step is to press the "Get Started" button on the screen.

\*From there, you will select the "Register Now" option at the bottom of the screen.

\*You will be asked to enter your email address then follow the prompts to complete your profile.

\*Once the steps are completed, click Create Account.

\*You will then receive a verification email to confirm your account.

\*Returning users: enter your email address / password on the "Getting Started" landing page (<https://ncc.vault.com>).



## PREPARE FOR YOUR JOB SEARCH NOW!

# Transfer Counseling Services and Resources

All NCC Students are invited and encouraged to use our Transfer counseling services. We have a resource area for student use that includes references books, transfer guides, college data sheets, useful handouts, scholarship materials, Dean of Student recommendation forms, articulation agreements, and college visit schedules. We provide individual and group transfer counseling for students who are interested in transferring from Nassau Community College to a four year college or university. Financial Aid information is also available in our office for transfer students. If you have further questions, please contact the Career and Transfer Counseling Center in M-19.

## Useful Transfer Information

### Transcript Requests

Nassau Community College has partnered with Credentials, Inc. to order NCC transcripts via the Internet through a secure site. With this service, students can order an academic transcript and check the status of the order. To order an official transcript, students will need to:

- ➔ Go to [www.ncc.edu](http://www.ncc.edu)
- ➔ Log into MyNCC Portal
- ➔ Click on the “My Records”, and then click on “Order Official Transcript”.
- ➔ Fill out the online form

For more information, visit: <https://www.ncc.edu/registrar/requesttranscript.shtml>

### Applying to SUNY or CUNY

#### SUNY (STATE UNIVERSITY OF NEW YORK)

The SUNY application fee is \$50.00 per school. Nassau graduates may have this fee waived by completing the appropriate section in the SUNY online application. A maximum of seven fee waivers is allowed. SUNY Application Processing Center’s toll free number is 1-800-342-3811

Email: [askSUNY@suny.edu](mailto:askSUNY@suny.edu)  
Website: [www.suny.edu](http://www.suny.edu)

Nassau’s CEEB Code is 2563  
Nassau’s SUNY Code is 61

#### CUNY (CITY UNIVERSITY OF NEW YORK)

All applications to CUNY must be done online. Students should go to [www.cuny.edu](http://www.cuny.edu). The CUNY transfer application fee is \$70.00. CUNY Applicants (the student) should send transcripts from all colleges attended as well as high school transcripts to:

CUNY Processing Center  
PO BOX 359023  
Brooklyn, NY 11235

CUNY Central Admissions Phone: 1-212-997-2869  
Email: [admissions@cuny.edu](mailto:admissions@cuny.edu)  
Website: [www.cuny.edu](http://www.cuny.edu)

### SUNY General Education Requirements

Students who are considering a transfer to any four-year SUNY institution in any major are advised to fulfill at least 21 credits or seven of the ten categories of the SUNY General Education Requirements as a part of their Associate's degree at Nassau Community College. Any SUNY General Education Requirement that you do not fulfill at NCC must be completed at the four-year SUNY institution to which you transfer. Following are the ten categories of the SUNY General Education Requirements:

- |                                |                                 |
|--------------------------------|---------------------------------|
| <b>I.</b> Mathematics          | <b>VI.</b> Other World Cultures |
| <b>II.</b> Natural Sciences    | <b>VII.</b> Humanities          |
| <b>III.</b> Social Sciences    | <b>VIII.</b> The Arts           |
| <b>IV.</b> American History    | <b>IX.</b> Foreign Language     |
| <b>V.</b> Western Civilization | <b>X.</b> Basic Communication   |

### THE FOLLOWING WEBSITES WILL BE USEFUL TO STUDENTS

**SUNY**  
[www.SUNY.edu](http://www.SUNY.edu)

**CUNY**  
[www.CUNY.edu](http://www.CUNY.edu)

**New York Private Colleges**  
[www.nycolleges.org](http://www.nycolleges.org)

**The Common Application**  
[www.commonapp.org](http://www.commonapp.org)

**The Petersons Guide**  
[www.petersons.com](http://www.petersons.com)

**The College Board**  
[www.bigfuture.org](http://www.bigfuture.org)

**College Transfer.net**  
[www.collegetransfer.net](http://www.collegetransfer.net)

## Applying to Colleges and Universities Using the Common Application

Many colleges and universities offer applicants the option of using the Common Application or their institutional application. If you have the choice, we recommend you use the institutional application. In the event you must apply with the Common Application, here are a few tips to help make the process easier:

When the Common Application asks for your Advisor you may enter the following information: Christopher Muller, Transfer Counselor, 516.572.7696, Christopher.Muller@ncc.edu

- For the College Report you should print it out and take it to Dean Charmian Smith in CCB 312. She will fill out this form and mail a copy to each college you apply to using the Common Application. **\*Please do not wait until the last minute to do this.**
- Remember that many colleges require an official copy of your high school transcript. Despite the fact that the information on your high school transcript may not be part of the application process, the transcript is often needed for federal financial aid purposes. You will need to contact your high school to order the high school transcript.
- Many schools require the Mid-Term Report. Typically, the Mid-Term Report is completed in mid-October for spring admission or early March for fall admission. You may print the Mid-Term Report from the Common Application site and take it to each professor to complete and sign. Once it is completed, make copies and send one copy to each college to which you are applying.

## SUNY Transfer Policies

If you transfer within SUNY after you have completed your AA or AS degree from NCC, you will benefit from our transfer-friendly policies:

- Guaranteed admission to a SUNY four-year campus for New York students transferring directly from a SUNY community college with an AA or AS degree. Students will still need to meet the admission requirements for their intended program.
- Guaranteed junior standing for SUNY students who graduate with an AA or AS degree and transfer to a parallel program at a SUNY four-year campus.
- Satisfactorily completed general education requirements at one SUNY campus will meet the same requirement at another SUNY campus.
- SUNY Transfer Paths outline core coursework for specified majors that are common to all SUNY campuses offering those majors to maximize credit acceptance.
- Program to program articulation agreements outline transfer requirements from one campus to another.
- For more information, visit: <https://www.suny.edu/attend/get-started/transfer-students/suny-transfer-policies/>

## Guidelines to Follow When Planning Your Transfer From Nassau Community College to a Four-Year Institution

- Explore possible colleges to attend by visiting the Career and Transfer Counseling Center to view our collection of catalogs and information.
- Select several colleges/universities that offer programs in your area of interest and be sure to check deadlines.
- Check the costs necessary to attend each of these institutions.
- Application information for admission to the state universities, city universities, and local colleges are available in the Career and Transfer Counseling Center, Nassau Hall, Room 19. You must obtain all other applications directly from the colleges to which you plan to apply.
- Upon receipt of your applications, answer all questions and return the application before the deadline. Failure to do this will jeopardize your chance of acceptance.
- Some colleges require your high school transcript and SAT scores. If this information is requested, contact your high school guidance office and have a transcript mailed to the institutions of your choice.
- Check with the Career and Transfer Counseling Center regarding recommendations to other colleges.
- Ask the Registrar's Office at Nassau Community College to forward your official transcript to the colleges to which you are applying.
- Check the calendars posted in strategic spots on campus. The calendars list the location, date, and time when representatives from other schools are scheduled to visit our campus. Calendars are available in Nassau Hall, Room 19.
- Visit the Career and Transfer Counseling Center in Nassau Hall (M), Room 19, for any additional transfer concerns you may have. Attend our group sessions; the sessions are held for students seeking information about the transfer process.

***Students are encouraged to visit [www.ncc.edu/transfercounseling](http://www.ncc.edu/transfercounseling) for more transfer information and for answers to FAQ's.***

# Student Professional Development and Employer Services

Today's workplace continues to change. Increased job competition and an uncertain economy require job candidates to be well prepared and also flexible. Developing a portfolio of transferable and technical skills will help entry-level candidates, as well as experienced job seekers, to succeed. Our office provides you with job search assistance and an online job posting service. We wish you all the best in your personal and professional lives.

## Services and Resources Offered by Our Office

Our office maintains listings for volunteer, internship, student aide, part-time, full-time, and temporary positions.

We provide one-on-one job search counseling and our workshops/events include:

Job Search Strategies Workshop  
Resume Clinic/Evening Activity Hour  
Resume/Correspondence Workshop  
Interview/Dress for Success Workshop  
Mock Interviews  
Evening Activity Hour Resume Clinic  
An Annual Job Fair  
Campus Recruiting  
Online Job Posting Service

## Six Steps to a Successful Job Search

1. Engage in self-assessment. Identify your interests, values, personality style and preferred work environment. Define your short-term and long-term career objectives. The Career and Transfer Counseling Center, located in Nassau Hall, Room 19, can help you with this step.
2. Conduct research in your prospective career. Investigate the field that you will be working in. Find out about the industry, in addition to doing company research and exploring various job titles. Use the Career Information Center's research library, the NCC library and your local library. Conduct searches on the Internet and speak to people who are working in the field.
3. Prepare a resume. Student Professional Development and Employer Services offers you both individualized assistance and group workshops on resume preparation.
4. Begin your job search campaign. A cover letter will need to be developed for every position to which you apply. Utilize a variety of job search methods including: classified ads, contacting employers directly, the The Student Professional Development/Employer Services Office's programs, networking (through professional organizations, social media, family, friends and faculty), temporary or permanent staffing firms, employment websites, company home pages and career fairs.
5. Practice interviewing and then begin to interview for positions. Student Professional Development and Employer Services can help to prepare you for interviewing by providing you with sample questions, mock interviews and interview workshops.
6. Follow-up. A follow-up thank you letter should be sent within a few days of having an interview. Follow-up inquiries about your candidacy are appropriate, unless the employer states that they will get back to you. Keep track of all of your job search activities.

## Interview Tips

- Plan on arriving ten to fifteen minutes early.
- Practice the commute, if necessary.
- Be enthusiastic, keep a positive attitude and smile.
- Use a firm handshake when greeting and thanking the interviewer.
- Maintain strong eye contact, watch your posture and avoid vocalized pauses.
- Never answer with just a yes or no response.
- State why the answer is yes, or no. (Give a detailed explanation or provide examples.)
- Ask questions that you have prepared beforehand, based on conducting your research.
- Ask questions about what the interviewer says during the interview.
- Use the STAR technique for answering behavioral questions. (Give an example describing the Situation, Tasks, Actions and Results.)
- Don't chew gum, eat candy or smoke cigarettes.

## Questions Frequently Asked by Employers

- Can you tell me about yourself?
- How would a friend describe you?
- What is your major weakness?
- Why should we hire you?
- What are your major accomplishments?
- What is your long-term career goal?
- What is most important to you in a job?
- Do you plan on continuing your studies?

## Questions to Ask Employers

- What are the main job responsibilities?
- Can you describe the departmental structure?
- How does your company develop its employees?
- What are the company's main priorities for the next few years?
- What is the budget for this department?
- Who would my supervisor be?
- How long has this position been in existence?

## Interview Attire for Women

- Wear a suit with a jacket.
- Fabric quality is important.
- Conservative styles and colors are recommended for most fields.
- Wear neutral colored hosiery.
- Shoes should have a low/mid-sized heel. Dark colors and classic styles are best.

## Interview Attire for Men

- Wear a suit for most positions and industries.
- Conservative styles are preferred.
- White or blue shirts are recommended, but color varies by position and industry.
- Shoes should be dark in color and conservative in style.
- Dark dress socks should be worn, not athletic socks.
- Silk ties are recommended; earrings and excessive jewelry are not.

## Dress for Success Tips

- Dress to impress.
- Look professional and appropriate.
- Image is everything.
- Hair styles should be well-groomed.
- Fingernails should be clean and trimmed.
- Any cologne or perfume worn should be minimal.
- Pockets should be empty, with no bulges or coins jingling.
- Shoes should be clean and polished.
- Briefcases styles include clutch, strap or handle.
- Make sure your suit is clean and wrinkle-free. Dry cleaning is best.
- Nose rings and eyebrow rings are not recommended.

## Websites for Job Seekers

[www.bookjobs.com](http://www.bookjobs.com)  
[www.bluesuitmom.com](http://www.bluesuitmom.com)  
[www.careerbuilder.com](http://www.careerbuilder.com)  
[www.collegegrad.com](http://www.collegegrad.com)  
[www.dressforsuccess.org](http://www.dressforsuccess.org)  
[www.internships.com](http://www.internships.com)  
[www.JobHuntersBible.com](http://www.JobHuntersBible.com)  
[www.labor.state.ny.us](http://www.labor.state.ny.us)  
[www.liveabout.com/careerplanning](http://www.liveabout.com/careerplanning)  
[www.monster.com](http://www.monster.com)  
[www.nyfa.org](http://www.nyfa.org)  
[http://nyjobsources.com](http://http://nyjobsources.com)  
[www.yahoo.com/careers](http://www.yahoo.com/careers)

### Disclaimer

These websites contain useful information on job openings and the job search process. They are not necessarily endorsed by Nassau Community College.

3 Anywhere Avenue  
NY, NY 11111

Jul. 15, 2023

Ms. Betty Smith  
Human Resources Director  
Abel Direct  
100 Nowhere Street  
NY, NY 11111

Dear Ms. Smith:

I was very excited to see your advertisement for your Marketing Coordinator position at Abel Direct yesterday on Indeed.com. Please consider my application for this opening.

You stated in your ad that you are looking for someone who can first and foremost guarantee customer satisfaction. I have learned first-hand how to effectively build and maintain strong client relationships through my recent part-time teller position at Everyone's Bank. Your job description also stated that you are looking for someone who is outgoing, who can also analyze data. I possess outstanding persuasive and follow-up skills. Currently interning at USA Mail Direct in Westbury, I cold-call, compile market research data and prepare analytic reports. These experiences, in addition to the courses that I have taken in my marketing program at Nassau Community College and my proficiency in Microsoft Office, have prepared me with the skills and knowledge that you are seeking.

I would appreciate the opportunity to speak with you further about this position and hope that an interview can be arranged. Feel free to contact me at 516-111-1111 or Jayne.Freed@gmail.com. Thank you.

Sincerely,

Jayne Freed

## Sample Cover Letter



100 Somewhere Avenue  
N.Y., N.Y. 11111

Jul. 15, 2023

Mr. Philip Jones  
Vice President  
XYZ Management Incorporated  
1212 Central Highway  
NY, NY 10000

Dear Mr. Jones:

Thank you for meeting with me yesterday to discuss the management position that is currently vacant at your company. I am highly interested in this position and hope that you will consider me as a strong candidate for it.

You mentioned that you are looking for a candidate who has managed diverse functions and has handled many different operational tasks. Over the eight years that I have been in business management, I have been successful at handling staffing, training and supervision at a company with 100+ employees. I've had diverse experiences that have enabled me to develop innovative approaches to management in the areas of operations and records management, office automation, budget analysis and teambuilding. Additionally, I have planned and implemented twelve different management development programs for my current firm. These programs were launched in an effort to introduce new customer service initiatives to professional staff members. I can provide the same type of leadership, creative solutions and results for XYZ Management.

I look forward to hearing from you again, so I can describe further how my background can be applicable to your organization's needs. You can reach me at 516-000-0000 or David.Marks@gmail.com. I appreciate your consideration.

Sincerely,

David Marks

## Sample Thank You Letter





# Sample Entry-level Resume

*(Additional sample resumes are available at the Office of Student Professional Development and Employer Services.)*

## **JOHN SOMEONE**

999 His St.

Somehow, N.Y. 99999

(516) 555-5555

john000@aol.com

LinkedIn\_URL

### **PROFILE:**

Communications graduate seeking entry-level television broadcasting position that will utilize my strong production, interpersonal, organizational and computer skills. Fluent in Spanish, knowledge of Italian. Proficiency in Final Cut Pro, Adobe Premiere Pro, MS Office, Photoshop and Social Media.

### **EDUCATION:**

Nassau Community College, Garden City, N.Y.

Associate of Arts Degree in Media, May, 2023, G.P.A. 3.2

### **RELATED COURSES:**

Radio Television Production I and II, Film Production, Video Production, Photography, Television Journalism, Interpersonal Communications, Global Media and Documentary Media.

### **RELATED EXPERIENCE:**

Nassau Productions Inc., Garden City, N.Y., Audio/Visual Department, Virtual Intern, 2022-2023

- Handle the scheduling and set-up for clients' virtual meetings and special events and provide technical assistance.

RGB Productions, Garden City, N.Y. Summer Intern, 2023

- Acted as Production Assistant for an industrial training video.
- Set up equipment for daily shoots.
- Assisted designers and technicians with lighting, sound and special effects.

### **OTHER EMPLOYMENT:**

XYZ Employment Agency, Garden City, NY, Customer Service Representative, 2022-Present

- Handled over 100 customer inquiries on a daily basis.
- Performed clerical duties for managers and office staff.
- Utilized MS Word to type correspondence.
- Performed data entry.

### **ADDITIONAL INFORMATION:**

- Data entry, types 55 w.p.m.
- Secretary/Vice-President of the Programming Board, Nassau Community College
- Recipient of the 2023 Student Activities Award at Nassau Community College

**CAREER AND TRANSFER COUNSELING CENTER**

Nassau Hall (M) - Room 19

phone: 516.572.7696

[www.ncc.edu/careercounseling](http://www.ncc.edu/careercounseling)

[www.ncc.edu/transfercounseling](http://www.ncc.edu/transfercounseling)

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**NASSAU**  
COMMUNITY  
COLLEGE

One Education Drive  
Garden City, NY 11530

**ncc.edu**