College can be exciting, but it can also be overwhelming! As students advance through their college careers, the pressure and level of responsibility increases. They must become familiar with proper formatting for their resumes, cover letters, proper etiquette when interviewing, searching for internships and applying to graduate school. The list can go on and it can make college that much more challenging. But in the midst of all the challenges, there is The Career Center.

The Career Center at TCNJ is students’ most useful resource throughout their college career offering students a wide range of services. Below is a list of some of the services and resources that it offers:

**LionsLink:** TCNJ’s official recruitment program. Through LionsLink students and alumni are able to submit their resumes to potential employers. If students are not sure of how to navigate LionsLink, The Career Center offers workshops to educate students about this service.

**Internships:** The Career Center also offers students assistance in finding and preparing for an internship.

**On-campus Employment:** A great resource to find jobs right on campus!

**Career Guidance:** One of the most important resources for students. The services range from individual career counseling for those who may be not be sure what career they would like to pursue to assistance with resumes. Additionally, The Career Center offers students hints and tips for interviews, sample interview questions and even mock interviews! For resumes, it also has open resume critique hours when students are welcome to come in and meet with a counselor to evaluate their resumes. It is also possible to schedule a one-on-one meeting with a counselor. One of the greatest aspects of this service is that The Career Center has staff designated to specific majors to better guide students and the needs of their major.

**The Credentials Service** is available to TCNJ undergraduates, graduate students, and alumni who wish to establish an official file of letters of reference for use in applying for employment and/or graduate and professional school.

**Career Handbook:** One of the most useful tools provided by this department! This handbook is filled with a variety of sample resumes and cover letters based on majors, among other useful material for all students. One of the best pages in the manual: the action words page! Because a resume is a personal marketing tool, it is important to say the right thing and this is the place to find the most appropriate words to sell yourself!

Additionally, The Career Center offers a variety of workshops and hosts a wide range of events to assist students with their educational needs. The services and resources listed above are only a handful of the many services offered through The Career Center. For more information about any of the aforementioned services/resources or for other services available Click Here! Their website is a great resource as well! You can learn about the hours of operations and their open resume hours listed in the homepage. You may also visit The Career Center located in Roscoe West Hall Room 102 or call 609-771-2161.
Interesting Facts:
Dr. Kirnan: Has B.F Skinner’s Autograph!
Dr. Dahling: Majored in Biology (pre-veterinary science) and Literature before Psychology as college student
What do they both have in common? They have both been chair in the Psychology Department!

Upcoming Events:
November 25: On-Campus Event- Presentation on Rutgers’ MHRM program
* If you are interested in applying for Graduate School, this is an opportunity to learn about the program, the application process, and ask questions!
Mark your calendars!