



# Ready Reference A-2 Career Services for CEAT Students

## What is Career Services?

CEAT Career Services, located in ES123, is a branch of OSU Career Services in 350 - 370 Student Union. CEAT Career Services provides career development, job search skills, and other resources tailored to the needs of students, academic departments, and faculty in the College of Engineering, Architecture and Technology. The goal of CEAT Career Services is to help each student in the college develop the skills necessary to take charge of their career.



## What do we have to offer?

### Ready References

If you have a question about the job search or need assistance with developing your resume, employer correspondence, or interview preparation, CEAT Career Services is there to help. A series of informative Ready Reference documents is available online outside the Career Services office. In many cases, you will find the answers you need in the Ready References. If these resources don't provide the information you need, feel free to walk into the CEAT Career Service Office and ask the career coach available. The office is open from 8:00-5:00 Monday through Friday

### Individual Assistance

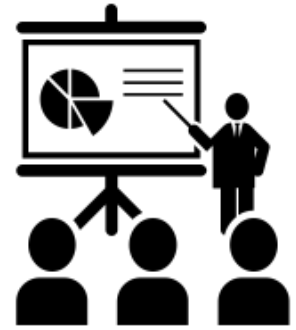
Putting together a good resume or cover letter requires time and energy. Preparing for an interview requires research and practice. Check the Ready References on the appropriate topic to get started. Resume and cover letter reviews, job search consultation, and additional help is available by walk-in at the CEAT Career Services office.

### Mock Interviews

Do you need assistance with interview preparation? Do you have questions and concerns about what to expect in an interview? Looking to fine-tune your interviewing technique? Ready Reference G-9 will provide tools and instructions on how to schedule a mock interview appointment with CEAT Career Services

## Career Development Workshops

A variety of informative presentations and workshops are offered to classes and student organizations during the fall and spring semesters. Additional presentations and workshops are hosted by OSU Career Services and conducted by industry professionals and Career Services Coordinators from across the campus. Check <https://careerservices.okstate.edu> for dates and times of these workshops.



## How can we help in your job search?

### Job Listings: Full-time, Internship, Co-op, and Part-time

- Part-time, work-study, full-time, internship, and co-op positions are posted on the Job and Interview Portal. Visit the OSU Career Services website, <https://careerservices.okstate.edu/>, and look in the top left corner for "Job and Interview Portal" to get started.
- A few part-time job announcements within CEAT are posted on departmental bulletin boards or on the OSU Career Services website. However, most CEAT and other campus part-time jobs are filled by networking directly with faculty and staff in the various departments. If you are looking for a part-time position, visit with your advisor, faculty, and staff in your academic department. Keep your options open by looking in other departments and areas on and off campus.

### CEAT Career Fair

The College of Engineering, Architecture & Technology Career Fair is hosted by CEAT Student Council in mid-September. Companies with an interest in academic majors within CEAT and related majors attend the CEAT Career Fair, as well as other career fairs hosted by OSU Career Services. Career Fairs are an excellent opportunity for CEAT students to learn about companies that recruit from OSU, network with company representatives, and apply for internships, co-op, and full-time positions.

### OSU Career Services On-Campus Interviewing System

Companies interested in CEAT students, as well as majors from different colleges, will schedule interviews through OSU Career Services. The program is done through the OSU Job & Interview Portal, a centralized on-campus interview program. All current students automatically have access to the Job & Interview Portal. Alumni have free access for 1 year post-graduation and may regain access with an OSU Alumni Association Membership. To learn more about Job & Interview Portal, visit <https://careerservices.okstate.edu/>, drop by 360 Student Union, or visit the CEAT Career Services office.



### **Resume Referrals with OSU HIRE System**

Employers frequently contact OSU Career Services to request resumes. If you subscribe to the HIRE System and meet the qualifications specified by an employer, your resume will be referred. When you apply for specific positions, employers will be able to view your resume online.

### **CEAT Career Services Interviews**

Some companies may arrange interviews within the College. If the recruiting is coordinated through CEAT Career Services, resumes will be referred using the OSU HIRE System, and a notice will be forwarded to the appropriate majors.

### **Career Services To-Go**

If you need a speaker for an organization meeting, CEAT Career Services is available for a variety of presentations covering all aspects of job search skills as well as resume reviews. Contact the CEAT Career Services office for more information.

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***OUR GOAL IS TO HELP YOU DEVELOP JOB SEARCH SKILLS YOU CAN USE  
FOR THE REST OF YOUR LIFE.***

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