



# Career Services

## Community College of Beaver County

The Career Services Center supports students in exploring and preparing for diverse career paths through personalized career planning, job search strategies, and employer connections. We help students build lifelong career management skills for long-term success while serving as a bridge between students, alumni, faculty, and employers.

- ✓ Resume Building
- ✓ Career Coach
- ✓ Cover Letter Writing
- ✓ Interview Skills
- ✓ LinkedIn Tips & Tricks
- ✓ Internship Information

### Contact Us

- Phone Number: 724-480-3412
- Email: [career.services@ccbc.edu](mailto:career.services@ccbc.edu)

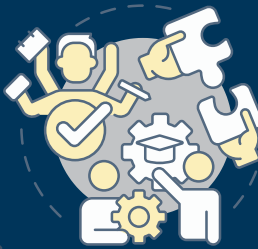
# YOUR CAREER ACTION PLAN



**1** SIGN UP FOR CAREER  
COACH & TAKE A  
CAREER ASSESSMENT



**2** CREATE A RESUME  
& COVER LETTER



**3** MEET WITH CAREER  
SERVICES



**4** EXPLORE INTERNSHIPS



**5** START APPLYING



# Career Resource Guide

## Career Services & Events



### Services Available to You

The Career Services team at CCBC is here to help you plan for your future. Whether you're just exploring your options or preparing for job interviews, we're here for you. Our one-on-one services include:

- Resume writing
- Cover letter writing
- Interview preparation
- Career assessments
- Exploring majors and career options
- Job search strategies

We also host Career Fairs throughout the year to help you connect with potential employers, so stay tuned for announcements!

### Career Coach: Your Personalized Career Tool

What is Career Coach?

Career Coach is a free online tool available to all CCBC students.

It helps you:

- Discover careers that match your interests
- Take assessments to learn more about your strengths
- Explore programs at CCBC that support your goals
- Find job postings and internships



Need help using Career Coach? Email us at [career.services@ccbc.edu](mailto:career.services@ccbc.edu).

Sign up here or scan the QR code: [Career Coach Sign Up](#)

### Getting Ready for a Career Fair

1. Update Your Resume
  - Have Career Services review it.
  - Print at least 10 copies.
2. Dress professionally
  - Business Casual = Professional but relaxed. Think: dress shirt, blouse, slacks, and closed-toed shoes.
  - Need an outfit? Visit the Wellness Store in the Student Services Center (Building 1).
3. Bring a Positive Attitude
  - Introduce yourself with confidence and ask questions.



# Career Resource Guide

## Resume Tips & Tricks



### 1. Choose the Right Format

- Chronological: Lists experience from most recent to oldest
- Functional: Highlights your skills, not just your education or jobs
- Combination: Blends both formats

### 2. Customize Each Resume

- Research the job and the company
- Use keywords from the job description
- Highlight and quantify achievements (e.g., “Increased sales by 15%”)

### 3. Make it Applicant Tracking System (ATS) Friendly

- Use common headings: Education, Skills, Experience
- Match your wording to the job posting (use keywords)

### 4. Professional Contact Information

- Use your full name, city/state, phone number, and professional email address (e.g., John.Doe@gmail.com).
- List your professional profile if you have one.
- (Remember to empty your voicemail and record a professional greeting)

### 5. Add a Strong Summary

- Example (Nursing Student)
- Dedicated nursing student with 3+ years of training in emergency care. Passionate about supporting at-risk youth through health education.

### 6. List Education Clearly

- School, Location, Degree, Graduation Year, GPA (if 3.0+), Honors

### 7. Include Relevant Coursework and Experience

- Projects, research papers, labs, clinicals, internships, relevant work experience, volunteer work, or campus clubs

### 8. Use Action Verbs

- Find examples: [Action Verbs for Resumes](#)

### 9. Highlight Your Skills

- Hard skills: Tools, software, equipment, industry-related hands-on skills
- Soft skills: Communication, teamwork, time management

### 10. Proofread!

- Send it to us at [career.services@ccbc.edu](mailto:career.services@ccbc.edu) for a review
- Explore resume templates on Career Coach: [Resume Builder](#)



# Career Resource Guide

## Resume Tips & Tricks



**First Name M. Last Name**

City, State, Zip Code (optional)

412-123-4567

[email@mail.edu](mailto:email@mail.edu)

[www.linkedin.com/in/firstnamelastname](http://www.linkedin.com/in/firstnamelastname) (optional)

### EDUCATION

Community College of Beaver County, Monaca, PA  
Associate of [Degree Program], [Major], Expected May 2028  
GPA: X.X (if applicable, recommended if 3.0 or higher)

Name of High School, City, State (High school information is optional.)  
Diploma, June 2024  
GPA: X.X (optional, recommended if 3.0 or higher)

### WORK EXPERIENCE

Company A, City, State  
Job or Internship Title, Dates (Month Year-Present or Month Year-Month Year)  
·Action Verb + Task/Context + Result  
·Action Verb + Task/Context + Result  
·Action Verb + Task/Context + Result

Company B, City, State  
Job or Internship Title, Dates (Month Year-Month Year)  
·Sample bullet phrases listed below:  
·Planned and taught daily arts and crafts activities for 30+ children aged 7-12  
·Increased sales by 15% through product recommendations to guests

### SKILLS

List relevant skills in which you are proficient, such as Microsoft Word, PowerPoint, Excel, and Multilingual Abilities

### INVOLVEMENT

Name of Club/Organization- role/title (if applicable), Month Year-Month Year  
Name of Club/Organization- role/title (if applicable), Month Year-Month Year  
Name of Club/Organization- role/title (if applicable), Month Year-Month Year

(Additional Section Options: Honors and Awards, Project Experience, Volunteer Experience)

\*NOTE: This is only a general resume example. If you want to tailor your resume to a specific career field, please reach out to Career Services at [career.services.edu](http://career.services.edu).



# Career Resource Guide

## Cover Letter Tips & Tricks



### 1. Key Components to Include:

- Date: Use the date you plan to send the letter.
- Greeting: Address the letter to a specific individual when possible. If a name is unavailable, use a professional salutation such as Human Resources, Selection Committee, or Hiring Committee.
- Body Structure: Include an introduction, main body paragraphs, and a closing.
- Contact Information & Signature: Provide your name, email, phone number, and a professional closing with your typed signature.

### 2. Structure Your Letter Effectively:

- Introduction: Clearly state the position you are applying for and express your interest in the role and company.
- Body Paragraph(s): Focus on two to three key qualifications that align with the job description. Use specific examples from your education, work, or volunteer experience to demonstrate how you have developed or applied those skills.
- Closing Paragraph: Summarize your qualifications and explain your next steps (e.g., willingness to provide further information or attend an interview). Thank the reader for their time and consideration, and restate your contact details.

### 3. Final Touches:

- After completing your letter, review it carefully for accuracy and professionalism.
- Sign your name (for printed letters) and type your full name beneath your signature.

If you have any questions or want help getting started, don't hesitate to reach out to [career.services@ccbc.edu](mailto:career.services@ccbc.edu). We're here to support you every step of the way!



# Career Resource Guide

## Cover Letter Example



DATE

First Name & Last Name  
101 Cover Letter Dr.  
Monaca, PA 15061

Dear Human Resources or Hiring Committee,

I wish to express my strong interest in working at Titan Company. I believe I would bring several areas of competence to the position of Titan Accounting Manager. My resume detailing my relevant experiences is enclosed for your review and consideration.

As indicated on my resume, the qualifying experience I possess has been in accounting and customer service. I have had the opportunity to perform a multitude of payment transfers for a variety of different customer accounts. I have also been called in to work closely with customers to ensure their satisfaction with the handling of their accounts. For example, I was able to identify inaccuracies with two customer accounts that were inappropriately charged. Through quick reaction and quality customer service, my company was able to retain its business. My acquired skills will serve your company well.

I am confident that I would be a valuable addition to Titan Company due to my skills and experience. If you would like to discuss my qualifications, please feel free to contact me at 123-456-7891 or via e-mail at [joe.j.jobgetter@getajob.com](mailto:joe.j.jobgetter@getajob.com). Thank you for your time and consideration. I look forward to hearing from you.

Sincerely,

*First Name + Last Name*

First Name & Last Name

**\*NOTE:** This is only a general cover letter example. If you would like to tailor your cover letter to a specific career field, please reach out to Career Services at [career.services.edu](http://career.services.edu).



# Career Resource Guide

## Interview Tips



### Before the Interview

- Read the job description and prepare examples of your experience. Why do you want this job?
- Research the company and prepare questions you would like to ask the employers.
- Practice answers to common questions.
- Test your technology if it's a virtual interview.
- Set up a mock interview with Career Services.
- Plan your outfit and your travel. Determine the location, travel time, and be sure to obtain and save the interviewer's contact information.

### On Interview Day

- Arrive 10-15 minutes early
- Silence your phones and other devices
- Smile, make eye contact, and speak clearly
- Ask thoughtful questions

### After the Interview

- Send a thank-you email within 24 hours of your interview.
- Track the interviews you've had and follow up if needed.
- If offered a position, ask any questions you have before accepting. Ask for more time to make a decision if needed.
- If you do not hear from the employer after the hiring timeline, you may follow up once.

 Sources and more tips:

- [Interview Prep Guide](#)
- [Columbia University Interview Guide](#)



# Career Resource Guide

## Interview Questions



### Common Employer Questions

- Tell me about yourself.
- Why do you want to work here?
- What are your strengths and weaknesses?
- How do you handle pressure or stress?
- Do you prefer working independently or on a team?
- Describe a time you managed multiple tasks.
- What is your biggest professional achievement?
- What is your leadership style?
- What questions do you have for us?

### Questions You Should Ask

- What does a typical day in this role look like?
- What are the biggest challenges for someone in this role?
- How is success measured?
- How will I be trained for this role, and how long will the process take?
- Are there opportunities to grow or take on new challenges?
- Could you describe the company culture?
- How does the company support work-life balance?
- What do you like best about working here?

 Sources and more info:

- [27 Interview Questions & Answers](#)
- [Questions to Ask Employers](#)



# Career Resource Guide

## LinkedIn Tips & Tricks



### 1. Upload a photo

- This is the first thing an employer sees. Make sure it is a recent, professional headshot of high quality.

### 2. Write a strong industry-specific headline

### 3. Write a summary

- Briefly describe your background and your goals.

### 4. List experience and internships

- Begin with the most recent. You may follow a similar format to your resume, but be concise.

### 5. List your education and honors

- You may include institutions where you are pending graduation, with your expected graduation date.

### 6. Add certifications, licenses, and volunteer work

### 7. Highlight your top 5 strengths

### 8. Include recommendations from professors, advisors, mentors, or career services!

### 9. Customize your LinkedIn URL

### 10. Follow companies, alumni, and groups related to your career.

### 11. Upload or link to documents, photos, videos, and presentations.

### 12. Start networking!

- Customize your connection requests. Instead of using the generic “I’d like to add you to my professional network on LinkedIn” message, tailor each request. Remind the contact you are reaching out to where you met, or explain why you want to connect. They’ll be more likely to respond.

### Sources and helpful links:

- [17 Steps to a Better Profile](#)
- [LinkedIn for Students](#)



# Career Resource Guide

## Internship Information



### Why do an internship?

- Internships give you hands-on experience, help you apply what you've learned in class, and build your resume. They also help grow your professional network and prepare you for a successful career.

### How does it work?

- Some programs require internships; others offer them as electives
- You'll complete:
  - 135 hours of work experience
  - 4 journal entries
  - A supervisor evaluation
  - A final reflection paper

### Are internships paid?

- Some are paid, some are not
- Job Training Beaver County (JTBC) may offer financial support. Ask us how!

### When are internships offered?

- Fall, Spring, and Summer semesters
- Flexible scheduling depending on student and employer needs

### How are students matched with internships?

- Employers may choose students
- You can reach out to companies directly
- You can use your current job (with supervisor approval)

Questions? Contact your academic advisor or Helen Kissick, Internship Facilitator:  
[helen.kissick@ccbc.edu](mailto:helen.kissick@ccbc.edu)