

Check out our website!

www.mesacc.edu/career

- **Ask the Career Advisor** – email your questions directly to the Career Services Department
- **Jobs & Listings** – explore postings of on-campus (part-time, full-time, and Federal Work Study) and off-campus jobs, as well as information on upcoming job fairs. You can also find helpful job search tools.
- **Events** – see our calendar to find out who is coming to campus to recruit and when they will be here
- **Career Planning & Exploration** – use the links to find self-assessments and other resources to assist you in identifying your educational major and career options
- **Résumés & Interviews** – review our tips to help you with both of these job search necessities
- **Internships** – review opportunities and learn why they are important
- **Employers** – find information on on-site recruiting, posting jobs, internship requirements and more
- **Faculty** – schedule Career Services presentations and find additional helpful information for your students
- Student clubs can also schedule presentations from Career Services using the link on our main page



**MESA
COMMUNITY COLLEGE**
A MARICOPA COMMUNITY COLLEGE

Career Services

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S&D Office Hours:

Fall/Spring: Mon-Thurs 8am – 6pm
Friday 10am – 5p
Summer: Mon-Thurs 7am – 6pm

RM Office Hours:

Call 480-461-7592 for details



**MESA
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Career Services



Southern & Dobson Campus
Building 36N

Red Mountain Campus
Mesquite Building

480-461-7592

www.mesacc.edu/career

Do you need help...

- Selecting a major?
- Choosing a career path?
- Creating your professional résumé?
- Finding the job that is right for you?
- Figuring out how to land your perfect internship?
- Polishing your interview skills so that you get the job?

Our Career Services Specialists can help you.
Call our office today to set up your appointment!



Questions?

Please call 480-461-7592

Selecting a Major and Choosing a Career Path

If you are undecided on your major and/or career choice our Career Advisors can assist you in making these decisions.



Internships

Internships can help you get real world experience while earning college credit. Internships can also help you build your résumé and make professional connections within your chosen field.

Résumé Writing

Writing a résumé is not easy!
Let our Career Advisors help!

There are many tools on our website and the Internet to help you create a first draft of your résumé. Once it is completed, contact our office to meet with a Career Advisor to critique and edit your résumé before handing it out to employers.

Interview Skills

I got an interview!! Now what...?

Our Career Advisors can help you prepare for your interview by performing a mock interview. Send us the job description in advance and we will research appropriate questions. At the end of the mock interview we will review your performance and provide feedback to help you improve.

Finding a Job

We have links on our website to job opportunities on and off campus.

- **On Campus** – see opportunities for part-time, full-time and Federal Work Study jobs
- **Off Campus** – we offer information on current local part-time and full-time job opportunities
- **Job Fairs** – we sponsor two Job Fairs on MCC's Southern & Dobson campus every year (Fall and Spring semesters). Also see our website for information on upcoming community Job Fairs.



Career Services wishes you luck in your job search!