Title: Career Services

Office of Origin: Office of Academic Affairs

Description: Some information concerning Career Services from its website, including an overview of its basic services, as well as an example of the useful information given concerning careers and employment skills for students (see the page on interviewing).
About

Our Mission:

UNM Career Services must support the mission, academic programs, and advancement of the University of New Mexico. Within this context, the primary purpose of the Career Services Center is to assist students, faculty, staff and alumni in developing, evaluating, and/or implementing career education, and employment decisions.

Our Services

Career Advancement

Our office provides professional career advancement to current UNM students as well as UNM alumni and community members.

Career Development Facilitators (CDFs) are available through appointments or walk-ins to assist students with:
- Choosing a major or changing their major
- Assessing abilities, interests and values
- Clarifying career goals
- Writing a resume or cover letter
- Preparing for interviews
- Conducting a job search

We organize and host several career and information events each semester providing UNM students and alumni with the opportunity to network with employers/recruiters, to learn more about a variety of occupations, and to find employment.

Our main career events each academic year are:
- Career Expo (February)
- Education Job Fair (April)
- Student Job & Internship Fair (April)
- Student Job Fair (UNM Departments Only) (August)
- Engineering and Science Job & Internship Fair (September)
- Business and Accounting Job & Internship Fair (September)
- Graduate and Professional School Fair (October)
- Fall Networking event (November)

Career Resource Lab

Visit our comprehensive electronic resource lab with 12 computer workstations, designed to support all facets of your career development and job search needs.

Cooperative Education

The University of New Mexico Cooperative Education Program, or what is commonly referred to as “Co-op,” provides students with a unique opportunity to combine real world experience with their academic studies. Co-op students work as paid professionals in various positions that are directly related to their profession. This professional experience will be reflected on the student’s academic transcript giving him/her a competitive advantage in the job search process.

Job/Career Fairings

Registered students have access to Handshake connecting them with hundreds of job opportunities, current employer contacts, and career/Industry profiles nation-wide. Register today!

On-Campus Recruiting

Our office provides students and employers an opportunity to meet face-to-face. This time-saving, cost-effective service allows students to have their resumes screened by employers and be selected to interview on-campus for employment and/or job opportunities. Students must be registered with our office in order to participate in the on-campus recruiting program.

Workshop Series

We host multiple workshops each semester focusing on topics such as resume writing, networking in a career fair, diningiquette, interviewing, and many more. Furthermore, our CDFs provide tailored presentations for many student organizations, and undergraduates and graduate classes upon request.

About

Meet Our Staff

Diplomats in Residence

Annual Reports

FAQs
General Resources

O*NET Online

O*NET Online has described occupations of the work for use by job seekers, workforce developers, and the public.

Department of Labor Services (Occupational Information Handbook)

O*NET Online is the most comprehensive database of work activities and skills that currently exists.

U.S. Equal Employment Opportunity Commission (EEOC)

The U.S. Equal Employment Opportunity Commission (EEOC) enforces federal laws that make it illegal to discriminate against a job applicant or employee because of age, sex, race, color, religion, national origin, and/or disability.

New Mexico Online College: Guide to Higher & Trade Data

New Mexico Online College is a U.S. higher education consortium that serves institutions of higher education in New Mexico.

Local Resources

Alliance Community Tool Kit

A community-level intervention for creating a sustainable community system for its online community.

Job Search Resources

How to Find a Job (New Mexico State University - NM)

How to Find a Job (New Mexico State University - NM)

O*NET Online has detailed descriptions of the work for use by job seekers, workforce developers, and the public. Department of Labor Services (Occupational Information Handbook) is the most comprehensive database of work activities and skills that currently exists. The U.S. Equal Employment Opportunity Commission (EEOC) enforces federal laws that make it illegal to discriminate against a job applicant or employee because of age, sex, race, color, religion, national origin, and/or disability. New Mexico Online College is a U.S. higher education consortium that serves institutions of higher education in New Mexico. Local Resources includes Alliance Community Tool Kit and Job Search Resources.
Interviewing

Interviewing is perhaps one of the most nerve-racking aspects of the job search process. It is natural to feel nervous about the prospect of sitting across from a professional in your field and answering questions about your background, experiences and qualifications. The good news is that interviewing is a skill to be learned, not an innate ability that we are or are not born with. Because interviewing involves learning and applying different techniques and strategies, there is much you can do to prepare for your next interview. The following documents will help you in that process:

**Interviewing Guide**

This guide explains everything you need to know about the employment interview process, including stages of the interview process; tips for preparation; types of interviews; and sample employer and candidate questions.

- Interview Guide
- STAR Method Handout

This link will help you figure out how you might answer some of the most common interview questions:

https://www.themuse.com/advice/how-to-answer-the-31-most-common-interview-questions

**Informational Interviewing**

This is where you do the interviewing. Informational interviewing refers to a process of interviewing a professional for information related to your career. The informational interviewing guide explains more about the process, and what you need to do before, during, and after the interview to achieve the best outcome.

When it comes to landing a job and being a successful employee in a professional work environment proper attire can be crucial. Watch our professional dress video with Megan Phillips, Career Development Facilitator I, to learn how to navigate this important topic!

**Career Tools**

- Resumes & CV
- Cover Letters
- Interviewing
- Follow-up & Thank You Letters

---

**Physical Address**

Office of Career Services
UAECC Building 8C, Room 220
Albuquerque, NM 87106
Phone: 505-277-3633
Email: career4@unm.edu

**Mailing Address**

Office of Career Services
MSC06 3710
UAECC, Room 220
1 University of New Mexico
Albuquerque, NM 87131-0001

**Social Media**

For news, information and more fun stuff, follow us on our social media platforms:

- [Facebook](https://www.facebook.com)
- [LinkedIn](https://www.linkedin.com)
- [Twitter](https://twitter.com)
- [Instagram](https://www.instagram.com)
- [TikTok](https://www.tiktok.com)

[The University of New Mexico](https://www.unm.edu)