



Morehead Hall • 3rd Floor \* Room 337 • 973.655.5194 • [www.montclair.edu/careerservices](http://www.montclair.edu/careerservices)  
M – F 8:30 to 4:30 • Thursday until 7pm • (Summer hours: M – Th 8 – 5:15pm, closed on Friday)

### CAREER COUNSELING

- Available by appointment, this service can assist all students in choosing a major, identifying possible careers, and learning job-hunting techniques. **Interest testing – Myers-Briggs Type Indicator and Strong Interest Inventory** is available.
- **“Drop-in” counseling** - help with a brief question or a resume critique is available on...
 

<b>Semester:</b>	Tuesday 2:00 - 4:00 PM	Wednesday 2:00 - 4:00 PM	Thursday 2:00 - 4:00 PM
<b>Summer:</b>	Wednesday 2 – 4pm	Thursday 2:00 - 4:00 PM	
- **Career Planning and Job Hunting Workshops:** [www.montclair.edu/CareerServices/studentervices/workshops.html](http://www.montclair.edu/CareerServices/studentervices/workshops.html):  
*How to Get an Internship, Resume Writing, Effective Interviewing Skills, Getting into Graduate School and more!*

### OCCUPATIONAL RESEARCH SERVICES

- A career library offers publications & videos which outline careers, employers, resumes, cover letters and more.
- **OptimalResume**, viewable at [www.montclair.edu/CareerServices/studentervices/resume.html](http://www.montclair.edu/CareerServices/studentervices/resume.html) guides you throughout the creation of a WebResume, as well as video interviewing through **InterviewPrep**. This program also allows you to create online cover letters and online portfolios.
- **FOCUS -2**, an interactive, computerized guidance program is available on the web; view [www.montclair.edu/CareerServices/studentervices/focusintro.html](http://www.montclair.edu/CareerServices/studentervices/focusintro.html) for more information.
- **Cooperative Education** internships, credit bearing off-campus experiences are available as well.
- **Vault**, online at [www.montclair.edu/CareerServices/vault/index.html](http://www.montclair.edu/CareerServices/vault/index.html) provides inside info on 100s of organizations, including industry overviews, occupation profiles and company discussion areas.

### EMPLOYMENT SERVICES

- **On-campus recruitment** – interviews, conducted on campus, by employers with graduating seniors.
- Fall and Spring **Career Fairs** in the Student Center Ballroom provide the opportunity to meet with and establish a foundation with various employers.
- **On-campus student positions, full and part-time jobs** are listed 24/7 via **CareerDirections**. Go to [www.montclair.edu/CareerServices/studentervices/careerdirections.html](http://www.montclair.edu/CareerServices/studentervices/careerdirections.html) and register.

### COMPUTER LAB

- A **PC lab** is available for resume writing and job hunting.

