

THE CAREER CENTER

OVERVIEW OF SERVICES

Lammers Hall, Ely Road
Westfield, MA 01086
(413) 572-5206
careers@westfield.ma.edu

HOW CAN WE HELP YOU?

Whether you are in the beginning of your undergraduate/graduate school journey, somewhere in the middle or near the end, the Career Center is prepared to offer assistance with any or all of your career planning and development needs. If you have questions about a particular major or are interested in exploring possible career paths for which your major has prepared you, make an appointment to meet with one of our experienced professional advisors. If you're seeking information on how to market yourself effectively for career opportunities along the way, we can help with that as well. Stop in and see us for a quick question or a full appointment. We encourage you to visit "Early and Often". Check out our Four Year Career Plan, which walks you through everything you should consider during your undergraduate experience. It will guide you from first to senior year to ensure you put your best foot forward when taking that next step.

PRIMARY SERVICES

- Career Exploration
- Career Planning
- Access to "Handshake" (*The Career Center's job/internship platform which connects students to employers, career opportunities and events*)
- Interview Preparation and Mock Interviews
- Employer Interview/Information Sessions
- Job Search Resources
- Internship Assistance
- Graduate/Professional School Advising
- Resume/Cover Letter Development

RESOURCES

- A professional staff with extensive career advising experience and various certifications
- Daily 1-hour appointment availability from 9:00 am to 4:00 pm
- A robust website with 24/7 access to online, abbreviated versions of all in-office advising services; along with listings of upcoming career events, job/internship search engines, career videos, graduate school information and an abundance of detailed handouts on a variety of topics
- Our Four Year Career Plan
- Career-related software focused on identifying interests/strengths, discovering career paths and strengthening interview skills

TO MAKE AN APPOINTMENT

Call **(413) 572-5206** or email careers@westfield.ma.edu and a Career Center representative will reach out to schedule a time that works best (*Remote appointments only at this time*)