



Looking for a Job?

The Career Development and Counseling Center has a number of resources to help you with your job search.

Employers list part-time, full-time and internship positions as well as seasonal (holiday/summer) jobs with our office. Some of these positions are posted on the bulletin board outside of our office, Founders Room 121. But many more can be found on our online job board: **CCN (College Central Network)**. You can find the CCN logo on our homepage or you can go directly to their website to register from the icon below:

(Control +Click below)



Most employers will ask you to schedule a time to meet and/or go in to fill out an application. However, some employers will request that you forward a resume and cover letter. If you are unsure how to prepare these job search documents, we have materials available in our office to assist you. Please stop by or call the office (860-343- 5826) to schedule an appointment for someone to review your resume and make recommendations.

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*Our greatest glory
is not in never
falling, but in rising
every time we
fall."*

– Confucius

Priority Registration

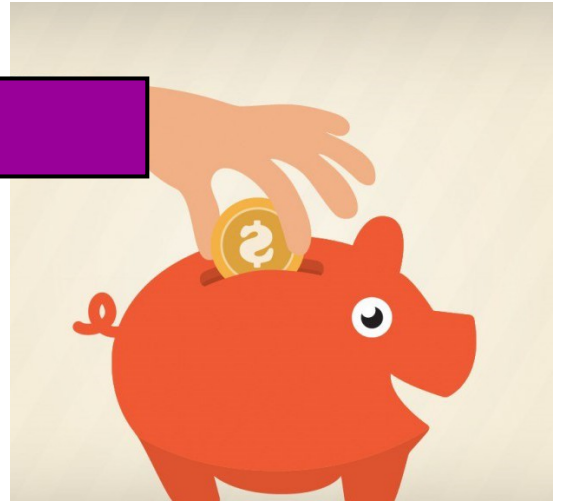
Summer & Fall Registration Dates

Registration for continuing students for Summer and Fall 2020 is currently scheduled to begin on March 23, 2020. Students will be allowed to register both in person and online. Stay posted for any modifications to this date!

The beginning of new student registration will be announced at a later date.

All students are assigned an advisor. Meeting with your advisor is an important part of the registration process. If you are unsure of who your advisor is, you may log onto www.my.commmnet.edu, select Banner Self- Service, select Student Records, select View Student Information, and then look for your primary advisor's name.





\$\$\$ GET MONEY FOR COLLEGE! \$\$\$

**APPLY FOR AN
MxCC
SCHOLARSHIP!**

DEADLINE: MARCH 1

Check your official student email
account for an email containing all
the details, go to
mxcc.edu/foundation/scholarships/

or Control + Click the link below for the application:



Finding Your Career Path

Congratulations! You, most likely, have now completed one, two, or more semesters here at Middlesex Community College. Now that you have better determined the amount of time needed to study, the academic expectations of faculty, and the complexities of balancing school, home and work, it may be time to look at how your education at Middlesex will assist in your future endeavors.

There are literally thousands of careers that exist and more that develop every year. Determining in what capacity you want to enter the workforce is a difficult decision. There are many issues to consider. The most crucial part of this decision-making process is self-assessment...in other words...looking at yourself and determining your interests, abilities, and values and how these might best translate into the world of work.

To begin, try to identify your areas of interest. What do you enjoy? Which activities make you happy? Do you like to interact and work with others? How do you feel about working with your hands and making things? Do you like to do creative/artistic activities? Are you someone who enjoys calculating and/or analyzing data? Do you enjoy being outside? These are a few of the questions to consider as you try to determine what your interests are. As you think about starting in a career, try to determine what you like.

After you have gathered information concerning your interests, try to determine your abilities...those things you do well. What are you "good at"? Again, there may be numerous skill sets that you may possess. You may have the ability to communicate effectively; to persuade others; to advise or guide. Your skills may include: research, writing, analysis, or data collection. Some people write well while others

have artistic ability. Try to sit down and brainstorm a list of those things you do well. Often it is helpful to speak with those who know you well and solicit input from them. Sometimes it is difficult for people to identify skills because we do not often sit around thinking about what we do well. As you attempt to make tentative career decisions, it simply makes sense to take inventory of your skills.

Another critical component of self-assessment is identifying your values. What is important to you? For some, contributing to the welfare of others is crucial. Others consider it very important to have a prestigious career. Some work values include type of setting (office/outdoors/school), work schedule (40 hours/flexible schedule/"traditional 9-5"), role/importance of compensation, utilization of previous education/training, travel requirements, or stability of the field. Determining your values as they pertain to work is important; most of us spend at least a third of our day in the work environment. Take some time and think about in what environment you might flourish.

Now, you may say this is all fine but....I love art but I have no abilities in that area, or sports is something I enjoy, but how will I make money in it, or I am really good at math, but I would not want to work with numbers all day, or it is important to me that I give back to society and help others but can I make the type of income I want in the "helping" professions. All the above statements are legitimate. However, learning about yourself is the first step in the process. Then, yes, you may determine a miss match with an occupation based on any of these criteria. If you like art but do not believe you have the ability level to develop a career, then maybe you choose to draw as a hobby. If you

cannot find an occupation that meets your financial needs based on function, then maybe you choose to become involved in a civic organization and earn an income in another type of position. There is no exact formula for determining your career. The more you learn about yourself and the types of occupations that exist, the more the likelihood of your making sound decisions.

And after you have made these tentative decisions what do you do? There are numerous ways to explore occupations. Some of these include reading materials on careers, speaking with those already employed in the field, taking coursework in the area, or volunteering/working part time in the occupation.

Here in the Career Development and Counseling Center, Founders, room 121, we have resources to assist you in this journey. Our career counselors may aid you in evaluating your interests/abilities/ values through simply speaking with you. In addition, our computerized guidance system, Focus, has inventories that may assist you in assessment. The Career Center library has books that describe career fields and discussed alternatives.

About Us:
Middlesex Community
College
**The Career Development &
Counseling Center**
Founders Hall
Room 121
860-343-5826
Staff: Emily Canto
& Ricky Barrett,
Counselors
We're on the web:
www.mxcc.edu/cdcc

Planning to Transfer?



Are you planning to transfer this Fall? If so, now is the time to begin planning and researching. Many colleges and universities have early application deadlines. So what do you need to do? Here is a quick guide.

Identify Your Transfer Institution

Meet with a Middlesex counselor, attend the mini transfer fairs described on the next page, and visit the colleges & universities that are your top choices. It is important to gauge how well your intended transfer institution meets your individual educational and social needs.

Are You A Transfer Student?

Based on your research, note whether or not you “qualify” as a transfer student. Many colleges and universities require a minimum number of credit hours from college to be considered a transfer student. Get clarification. Even though you are attending college, you may still have to forward high school and/or SAT information if you do not have the required number of credits to be considered a transfer student.

Essays & Letters of Recommendation

A well prepared essay and letters of recommendation take time to do well. If an essay is required for your application, write a rough draft and then seek input from a faculty member or the Career Development & Counseling Center staff.

When requesting letters of recommendation, contact individuals early enough to provide them sufficient time to write a letter. Also, please note that if the application solely asks for the names of individuals providing recommendations, you must obtain permission from individuals prior to using their name.

Transcripts

You will need to forward official transcripts from Middlesex (and any other college you have attended) directly to each school you apply to. If you are a first semester student, find out if the college/ university wants a current schedule or simply grades sent at the end of the semester. If you are a student who has attended Middlesex prior to this semester and have an established academic record, you will need to forward transcripts at the time of application and again at the end of the semester after you obtain all spring semester grades.

Financial Aid

If you are planning to apply for financial aid, **you must forward your FAFSA report directly to the colleges/universities you plan to apply to.** They will determine if you qualify under their guidelines.

Does all of this seem a bit overwhelming? If so, please do not hesitate to contact the Career Development & Counseling Center, Founders Hall, Room 121, 860-343-5826, for assistance.



Top Key attributes employers want to see on students' resumes

NACE's *Job Outlook 2020* survey found that beyond a strong GPA, problem-solving skills and the ability to work as part of a team are the most important resume attributes to employers. More than 91% of employer respondents are seeking the former in the candidates they are recruiting, and more than 86% want proof of the latter.

Attributes Employers Seek on a Candidate's Resume:

- 1) Problem-Solving Skills - 91.2% of Respondents
- 2) Ability To Work In A Team – 86.3% of Respondents
- 3) Strong Work Ethic – 80.4% of Respondents
- 4) Analytical/Quantitative Skills 79.4% of Respondents
- 5) Communication Skills (Written) 77.5% of Respondents
- 6) Leadership 72.5% of Respondents
- 7) Communication Skills (Verbal) 69.6% of Respondents
- 8) Initiative 69.6% of Respondents
- 9) Detail Oriented 67.6% of Respondents
- 10) Technical Skills 65.7% of Respondents
- 11) Flexibility/Adaptability 62.7% of Respondents
- 12) Interpersonal Skills (Relates Well To Others) 62.7% of Respondents
- 13) Computer Skills 54.9% of Respondents
- 14) Organizational Ability 47.1% of Respondents
- 15) Strategic Planning Skills 45.1% of Respondents
- 16) Friendly/Outgoing Personality 29.4% of Respondents
- 17) Entrepreneurial Skills/Risk-Taker 24.5% of Respondents
- 18) Tactfulness 24.5% of Respondents
- 19) Creativity 23.5% of Respondents
- 20) Fluency in a Foreign Language 2.9% of Respondents.

Source: www.nacweb.org

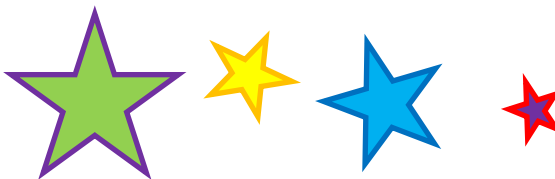
National Association of Colleges and Employers.

Tuesday, February 25th
10am-1pm
Middletown, Student Lounge

Attending Schools

- Quinnipiac University (Hamden)
- Trinity College (Hartford)
- University of Hartford
- University of St. Joseph
- Keene State College
- University of Bridgeport
- Johnson & Wales

...More Expected!



Top 5 Companies in CT

Telecommunications			
Rank	Provider	CT Employees	Year Founded
1	Frontier Communications	3,000	1935
2	Comcast Western New England Region	1,300	1963
3	Verizon Wireless	1,170	2000
4	Charter Communications	851	1993
5	Cox Communications	200	1962

Bioscience/Biotechnology			
Rank	Provider	CT Employees	Year Founded
1	Pfizer Inc.	3,000	1849
2	Boehringer Ingelheim Pharmaceuticals Inc.	2,456	1885
3	Alexion Pharmaceuticals Inc.	850	1992
4	Bristol-Myers Squibb Co.	700	1858
5	PerkinElmer Inc.	500	1937

*According to the Hartford Business Journal December 26th, 2017

Calendar of Events

WORKSHOPS

3/09 **How to Use Focus, Career Exploration Tool**

Time:12:30pm-1:15pm Location: Wheaton 305A

3/11 **Resume Writing for Internships and Employment**

4/20 Time:12:30pm-1:15pm Location: Wheaton 305A

3/30 **OPR Suicide Prevention workshop**

Time:12:30pm-1:15pm Location: Wheaton 305A

4/06 **How to Use College Central Network Job Search Tool**

Time:12:30pm-1:15pm Location: Wheaton 305A

4/08 **Backpack To Brief Case—Develop Your Social Media Identity**

Time:12:30pm-1:15pm Location: Founders Student Lounge

COLLEGE REPRESENTATIVE VISITS

2/04 **University of Bridgeport**

2/19 Time: 10:00am-1:00pm Location: Cafeteria

2/10 **University of Saint Joseph**

3/24 Time:10:00am - 1:00pm Location: Cafeteria

2/12 **Quinnipiac University**

2/25 Time: 10:00am – 1:00pm Location: Cafeteria

4/15 **Bay Path University**

Time: 10:00am-1:00pm Location: Cafeteria

2/26 **University of Connecticut**

3/24

4/15 Time: 10:00am – 1:00pm Location: Cafeteria

2/05 **Southern Connecticut State University**

3/04 Time:10:00am-1:00pm Location: Cafeteria

2/25 **Keene State University**

Time:10:00am – 1:00pm Location: Cafeteria

2/05 **Grand Canyon University**

3/10 Time: 10:00am – 1:00pm Location: Cafeteria

2/25 **Paier College of Art**

Time: 10am – 1:00pm Location: Cafeteria

NETA Transfer Scholarship for 2020 MxCC Grads

DEADLINE: Wednesday April 1, 2020

Each year the New England Transfer Association (NETA) awards a number of \$1,000 scholarships to students transferring from a NETA affiliated 2-year institution to a NETA affiliated 4-year institution.

Scholarship applicants must:

- Have a minimum Grade Point Average of 3.25
- Be eligible to receive an associate's degree during the 2019-20 academic year
- Transfer to a NETA affiliated four-year school
- Successfully complete 30 credits from the sending institution

Interested students should provide the selection committee with the following:

- Completed application with nomination from a NETA member
(MxCC's NETA Representative is Ricky Barrett, Founders Hall, Room 121, 860-343-5823)
- Official college transcripts from all colleges attended
- Essay detailing educational and career goals
- Recommendation from faculty, advisor or counselor

Scholarship Nomination Form: Control + Click on the NETA Icon Below

Questions can be sent to:

Roberta Rogers

Senior Associate Director of Student Success
and Coordinator of Transfer Admissions
Trinity College
EMAIL: Roberta.rogers@trincoll.edu



Scholarship Website Search Engines

For many students, finding the funds to attend college is a challenge. Many students will qualify for assistance from federal financial aid, need based monies, that may be obtained through filing the FAFSA (www.fafsa.ed.gov). There often are funds available through the college or university that a student attends which may be awarded in the form of a grant, merit scholarship, or funded via a foundation, to list a few. Some college honor societies will be able to assist students in identifying resources for scholarships. Students may also find that their or their parent's employer sponsors scholarships or other alternatives for funding college expenses.

There are also numerous sources of potential scholarships available through private sources, some corporate, some foundation, some government as well as through philanthropic groups and organizations. We would recommend that you only consider those resources that are free to the student to use; however some of the scholarship sites may charge a fee. It takes time and energy to find these resources but the payoff, literally, may be what is necessary for you to find additional funding streams to afford college. Listed below are some of the better known websites to use in searching for scholarship information. Please recognize that these resources may change over time.

<http://mxcc.edu/financial-aid/scholarships/>

<http://www.mycollegescholarship.org/>

<http://www.superscholar.org/scholarships/25-popular-college-scholarships/>

<https://studentaid.ed.gov/types/grants-scholarships/finding-scholarships>

<http://www.fastweb.com/>

<http://www.free-4u.com/>

<https://www.scholarships.com/>

<http://www.collegescholarships.org/studentscholarships.org/>

If you would like assistance in utilizing these sources or discuss alternative ways by which you might be able to tap into these resources, please do not hesitate to contact the Career Development and Counseling Center, Founders Room 121, to find a time to meet with a counselor.