

A Guide to Using Career Services for First Year Students

Helping you along the way...

Job Searching
RESUME CRITIQUES
Internships Applications to Grad School
Discovering majors Connecting Degrees to Careers
Networking Finding a Path

What is Career Services?

The primary purpose of UNM Career Services is to assist students in developing, evaluating, and implementing career, education, and employment decisions. Career Development Facilitators (CDFs for short) will work with you in reviewing your abilities, interests, and values to clarify your goals for the purpose of choosing a major and career.

A CDF can help you answer questions like:

- What can I do with a certain major?
- What jobs are available with a certain major?
- Do I need to go to graduate school for my field of interest?
- I don't have a field of interest, what types of majors should I look at?
- I have a general sense of what type of job/career I would like to pursue- what major fits these interests?

Career Assessment

Career Services offers a variety of assessment tools to help you in career decision making and choosing a major, including the Strong Interest Inventory and the Myers Briggs Type Indicator.

Resume & Cover Letter Assistance

Our Career Development Facilitators will work one-on-one with you in providing assistance in creating a professional resume and cover letter.

Interviewing Skills

As a student, you interview for many opportunities from scholarships, to admittance into a degree-seeking program, to student employment, internships or cooperative education programs. Learn and practice interviewing skills with us today.

Lobo Career Connection

Browse through Lobo Career Connection's 300 plus job listings every month. Listings range from temporary work, internships and cooperative education, to full-time employment. Also, look up employers and industry contacts that can help you network for a successful position after graduation.

Career Fairs

Career Services offers eight career fairs a year. Starting your freshman year, attend our career fairs to find out which companies recruit students and what positions they have to offer. Many employers have internships as well as jobs available during each event.

Computer Lab

All students are welcome and encouraged to use Career Services' 12 computer workstations. Each computer has standard word processing and Internet software, as well as connection to a laser printer.



UNM

www.career.unm.edu

Office of Career Services

505 277 2531

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Lobo Career Connection Student Users

Logging In

Accessing Lobo Career Connection is easy.

1. Go to <https://unm-csm.symphlicity.com/students/>
2. Enter your UNM NetID and your NetID password
3. Fill in your profile information

You must first register before logging into Lobo Connection. This can be done by clicking “register” and filling out the profile information. Your email address will be approved after validation. The home page shows shortcuts, important announcements, and a calendar. Navigate through the site by clicking on the tabs at the top of the page. If you need help while navigating through the system, view the video tutorials or click the “help” button.

NOTE: Use the back icon when navigating through Lobo Career Connection (not the back button on your browser).

Profile Tab

Build a personal profile and update your information including your email address, academic information, privacy settings, and password. You may also review your activity by clicking “Active Summary.”

Documents Tab

You may upload new documents including resumes, cover letters, and unofficial transcripts by clicking on the “Documents” tab. Click on “Add New” to upload a document. Once uploaded, a document will have a “Make Default” option - this designates a main resume that will be the primary option when applying for a position.

NOTE: You must upload a resume to apply for jobs.

Jobs & Internships Tab

View job postings by clicking the “Jobs and Internships” tab. You have the option of viewing and searching jobs in Lobo Career Connection or in the NACELink National Database. For job postings in Lobo Career Connection, you may look at the jobs listed or search for a specific position. Click on the job title to view details including interview schedules. You may apply for jobs (if you have a resume uploaded and are eligible to apply) by clicking “Submit” under “Applicaton Status.”

Employers Tab

View information about employers by clicking on the “Employers” tab. To find a specific employer, click on the A-Z buttons, or enter a keyword into the search box. To view an employer description and available positions click on any underlined employer.

Events Tab

View dates of upcoming career fairs and information sessions by clicking on the “Events” tab.

Calendar Tab

You may view important dates in the Calendar tab. Events added by Career Services and Employers can be viewed on this page.

For more information or assistance regarding Lobo Career Connection please call the Office of Career Services at 277-2531 or visit www.career.unm.edu.



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