

A GUIDE TO USING CAREER SERVICES FOR PARENTS & FAMILY

The Office of Career Services at The University of New Mexico is here to help your student succeed in defining their own career path. Our office provides what your student needs from their First Year through their Last Year and even through graduate school. Please encourage your student to utilize our services. Visit our website to learn more about our services.

HERE'S WHAT WE CAN DO TO HELP

My student KNOWS/DOESN'T know their major

Career Advisement:

- Career Development Facilitators (CDFs) are available to assist students in assessing abilities, interests, values and clarifying goals for the purpose of choosing a major and a career.

Career Exploration:

- Career Services offers a variety of tools to help students in career decision making and choosing a major, including “What to do with a Major”, Career values and interest card sorts, personality and career interest assessments.

My student needs a JOB/INTERNSHIP

Resume & Cover Letter Assistance:

- Career Services works one-on-one with your student in creating/tailoring a professional resume and cover letters.

Lobo Career Connection:

- Access to 300 new job/internships listings every month through our Lobo Career Connection (LCC) database. Students can also network with employers and industry contacts through LCC.

Interviewing Skills:

- Career Services practices mock interviews with your student to help them develop interviewing skills for future & current jobs/internships.

Student Advisement and Enrichment Center, Rm. 220

Campus Map Building #85

Walk-In and Individual Appointments Available.

Phone: 505.277.2531

Website: career.unm.edu



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Office of Career Services

HERE'S HOW & WHEN WE CAN HELP

The Office of Career Services at the University of New Mexico can help your student at every stage!
Here are a few things YOU can do to help support your student through this process:

First Year

- Support your student's exploration of new areas of study; nurture any interests that arise.
- Advocate for your student's responsible involvement in campus activities.
- Encourage your student to seek assistance from Office of Career Services. We can help them define their skills, abilities, interests, personality and values.

Second Year

- Continue to encourage your student's exploration of majors and careers.
- Suggest they conduct informational interviews with professionals in their field of interest.
- Remind your student about opportunities on campus such as on-campus recruiting, information sessions and career fairs in order to better connect with the professional world.

Third Year

- Promote Career Services' resources to your student. We can assist your student in building a resume and finding opportunities to test their career choices.
- Encourage your student to seek out volunteer opportunities.
- Please do not conduct the internship or summer job search for your student.

Fourth Year

- Talk to your student about Job Search, Graduation, and Graduate School!
- Suggest they visit Career Services throughout their senior year.
- Use positive reinforcement to help your student find a job.
- Offer to assist your student by sending information you have found about the student's interested career field.

Notes:

