

# The Office of Career Services can help YOUR BUSINESS.

*Queensborough Community College has over 11,000 students enrolled in Liberal Arts and Sciences, Business, Technology, and Health Science programs. Call and speak with us about how we can assist you in meeting your recruitment needs.*



**Does your business need qualified applicants to fill job opportunities/ internships now?**

**Do you wish to advertise job opportunities to a large, diverse audience of community college students and graduates?**

**Are you interested in attending Job Fairs on campus?**

**Do you want to target your search for job candidates to students and alumni with specific skills?**

## **THE OFFICE OF CAREER SERVICES . . .**

**POSTS** full-time and part-time job opportunities for students and alumni on-line and on campus

**COORDINATES** on-campus recruitment activities by business and non-profit organizations

**PREPARES** students and alumni for on-campus interviewing opportunities through assistance with resumé writing, cover letters and presentation skills

**ADVISES** students about worthwhile internships

**PRESENTS** job fairs where 50 or more organizations come to campus to interview and inform students about career opportunities

**MAINTAINS** a resumé bank to match student/alumni skills with the needs of the employer

**EDUCATES** students about the job search process and labor market trends through workshops and seminars

## **FREE SERVICE**

*Plug into Queensborough's Talent Network.*

*College Central Network is the primary job posting service for Queensborough Community College students and alumni.*

*Post jobs and peruse resúms at*

*[www.collegecentral.com/queensborough](http://www.collegecentral.com/queensborough)*



222-05 56th Avenue, Bayside, NY 11364

OFFICE OF CAREER SERVICES ■ Ms. Constance Peluso, Director  
Library Bldg., Room 429 ■ 718-631-6297 ■ fax 718-631-6651 ■ [www.qcc.cuny.edu/careerservices](http://www.qcc.cuny.edu/careerservices)  
DEPARTMENT OF STUDENT AFFAIRS ■ Ellen F. Hartigan, Vice President for Student Affairs