

BROOKHAVEN COLLEGE
CAREER DEVELOPMENT CENTER
JOB SEARCH TIPS

❖ Check Out the Job Listings on the Career Development Center Bulletin Boards

The Career Development Center (CDC) regularly receives new job listings that are posted on bulletin boards in the office. Postings typically include the position available, location, hours, salary and contact information. Stop by often to review the most current job openings.

❖ Search for Opportunities on the DCCCD Job Listing System

Access the NACELink job listing system through an icon on one of the CDC computers, through the CDC web site, or at <https://dcccd-csm.symplicity.com/students/>. On-line registration is easy and you will have access to jobs posted at all of the DCCCD colleges.

❖ Search for Job Listings on the Internet

There are many websites devoted to job vacancies, resume postings, email alerts for new positions, and tips for a successful job search. Here are a few of those sites:

1. www.careerbuilder.com
2. www.collegegrad.com
3. www.monster.com
4. www.indeed.com
5. www.simplyhired.com
6. www.twc.state.tx.us/jobs.job.html
7. www.latinograduate.com
8. www.CareerDFW.org

❖ Develop a Network of Friends, Relatives, Co-Workers and Acquaintances

Many positions are never advertised, so networking is the best way to learn about these employment opportunities. Develop a list of contacts and give them your business card or resume, request informational interviews about a career or a company, and join organizations that have members in your desired field.

❖ Schedule an Appointment with a Career Specialist

Brookhaven has Career Specialists who can assist you in locating additional resources, developing or reviewing your resume, and practicing positive interviewing skills.

IT ALL BEGINS HERE.



Brookhaven College

DALLAS COUNTY COMMUNITY COLLEGE DISTRICT

Career Development Center

3939 Valley View Lane, Farmers Branch, Dallas, TX 75244-4997

Student Services Center, Building S, Room S065

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www.BrookhavenCollege.edu, click on "C" and select "Career Development Center"

Educational and employment opportunities are offered by Brookhaven College without regard to race, color, age, national origin, religion, sex, disability or sexual orientation.