



Career Services Center

*Providing Educational and Employment Services
to ASU Students and Alumni*

Employment Services

- ▶ Part-Time Jobs
(On and Off Campus)
- ▶ Work-Study Jobs
- ▶ Internship Positions
- ▶ Summer Jobs
- ▶ Full-Time Career Jobs
- ▶ Fall & Spring Job Fairs
- ▶ Graduate School Expos
- ▶ On Campus Interviews
- ▶ *Smoke Signals* Online Job
and Employer Database
- ▶ Referral to Employers

Career Services

- ▶ Career Coaching
- ▶ Graduate School Advising
- ▶ Resume Review
- ▶ Job Search Guides
(Resume, Interviewing)
- ▶ Occupational Information
- ▶ Computerized Career
Information Center
- ▶ Career Services Website
- ▶ Online Job Postings
- ▶ Online Resume Posting
- ▶ Mock Interviews

Educational Workshops

- ▶ Resume Development
- ▶ Interviewing Skills
- ▶ Job Search Strategies
- ▶ Career Services Orientation
- ▶ Career Planning
- ▶ Business Etiquette
- ▶ Etiquette Dinner
- ▶ Major-Specific Workshops

ASU Career Services Center, Chickasaw Room 303, (870) 972-3025

Visit our Website at <http://careers.astate.edu>

CAREER SERVICES “HOW TO’S”

How to Register with Career Services:



Visit our website at <http://careers.astate.edu> and click on Smoke Signals and then on “Students/Alumni first time registration”. Choose a username and password, enter your profile information. When your welcome page opens, set up a job agent. Consider uploading a resume so that you can apply for jobs online. See instructions below for Job Agent and Uploading a Resume.

How to Set up a Job Agent (very important!)

Click on Job Agent icon and enter job preferences. You will receive emails when jobs or interviews that meet your preferences become available.

How to Upload a Resume, Cover Letter, or Reference Page

Click on Resumes & Documents icon and browse to find and select document to upload. Following review and approval of document, employers will be able to access resume.

How to Locate a Part-Time Job:

Visit our part-time job page at <http://careers.astate.edu/ptjobs.htm>

How to Locate a Work Study Job:

Find work study information at <http://careers.astate.edu/FWSwelcomepage.htm>

How to Locate an Career Job or Internship:

Visit our website at <http://careers.astate.edu> and click on Smoke Signals, log in, and then choose Entry Level Career, Experienced Career, or Internship/Coop

How to find Job Fair & Grad School Expo Information:

<http://careers.astate.edu/JobFair/dates.htm>

How to Sign Up for On-Campus Interviews:

<http://careers.astate.edu/recruit.htm>

Check Out These Web Links or Visit With Us at:

Chickasaw 303 (Just down the hall From Student Financial Aid)

Phone: 870-972-3025 Website: <http://careers.astate.edu>