

# Mentor Network Mentor Resources

Career Lab  
Lucina Hall Room 235

The following list provides categorized links to resources that may be useful in mentoring your student. More links can be found on the Career Center's website at <http://www.bsu.edu/careers/links>. Career Center publications can be found at <http://www.bsu.edu/careers/publications>. You can also direct your student to the Career Lab in Lucina Hall 235 for more assistance. The Career Center also offers advising services to students.

## Self-Assessment

- [Quest](#)
- [TypeFocus](#)
- [Holland Sample Self-Assessment](#)
- [What Can I Do With My Personality Type?](#)

## Career Exploration

- [Quest](#) (What Can I Do With a Major In . . .?)
- [Occupational Outlook Handbook](#)
- [America's Career InfoNet](#)

## Geographic

- [Find Your Spot.com](#)
- [Yahoo Neighborhood Profiles](#)

## Résumé

- [Quintessential Careers résumé resources](#)
- [JobWeb \(NACE\) résumé resources](#) and [sample résumés](#)

## Cover Letter

- [JobWeb \(NACE\) Sample Job Correspondence](#)

## Interviewing

- [Quintessential Careers Interviewing Resources](#) (database of more than 100 questions and answers)

## Networking

- [Networking 101 Video](#) (New Grad Life)
- [Quintessential Careers Networking Resources](#)
- [Quintessential Careers Networking Do's and Don'ts](#)

## Social Media Networking

- [LinkedIn.com: How to Find a Job Using LinkedIn](#) (video from New Grad Life)
- [Get Started with LinkedIn Video](#) (LinkedIn)
- [LinkedIn.com Grad Guide](#)

## Portfolio

- [Quintessential Careers Portfolio Information](#)

## Professional Etiquette

- [CollegeGrad Dressing for Interview Success](#)

## Internships

- [Cardinal Career Link](#)
- [Internships.com](#)
- [Internships USA](#)
- [Indiana InternNet](#)

## Job-Search Sites

- [Cardinal Career Link](#)
- [Job Central](#)
- [Career Builder](#)
- [JobWeb](#)
- [USA Jobs.gov](#) (federal government jobs)

## Employer Research

- [University Libraries Databases](#) (Reference USA, Business Source Premier, Lexis Nexis)

## Salary Information

- [Online Wage Library](#)
- [America's Career InfoNet Wages by Metropolitan Areas](#)

## Cost-of-Living Information

- [Cost-of Living Wizard](#)

## Graduate School Information

- [Peterson's Graduate School Channel](#)
- [Graduate School Admissions Tests](#)

## Graduate School Tests

- [GradView.com Graduate Test Preparation Information](#)

## Career Center Publications

Go to <http://www.bsu.edu/careers/publications>. Scroll down to Career Tip Sheets.

- Career Exploration tip sheet
- Curriculum Vitae tip sheet
- Graduate School tip sheet
- Graduate School Calendar tip sheet
- Great Web Sites for Exploring Majors and Careers tip sheet
- Internships and Career Planning booklet
- Internships tip sheet
- Interviewing for Success tip sheet

- Network Your Way to a Job tip sheet
- Résumés They'll Remember tip sheet
- Online Networking tip sheet
- Professional Employment Portfolios tip sheet
- Professional Etiquette Handbook
- Sample Cover Letter tip sheet
- Sample Résumé tip sheet
- Self-Assessment tip sheet
- The Job Search booklet
- Using LinkedIn tip sheet
- Using Twitter and Facebook tip sheet
- And more!

### **Career Center Resources and Services for Students**

- Career Center Home Page: <http://www.bsu.edu/careers/>
- Career Lab: On the [Career Center's home page](#), click Career Lab and Resources.
- Cardinal Career Link: <http://www.bsu.edu/careers/careerlink>
- Cardinal ViewJobs: <http://www.bsu.edu/careers/viewjobs>
- Career Management Action Plan: <http://www.bsu.edu/careers/cmap/>
- Quest (Ball State Career Center): <http://www.bsu.edu/careers/quest>
- Career Center Publications: <http://www.bsu.edu/careers/publications>
- Career Center Online Resources: <http://www.bsu.edu/careers/links>
- Career Links for Ball State Majors: On the [Career Center's home page](#), click Career Lab and Resources, then Career Links for Ball State Majors.
- On-Campus Interviewing: On the [Career Center's home page](#), click Job-Search and Graduate School Preparation, Job Fairs, then On-Campus Interviewing.

### **Career Center Services for Employers**

- Cardinal Career Link: On the [Career Center's home page](#), click For Employers, then Cardinal Career Link for Employers.
- On-Campus Interviewing: On the [Career Center's home page](#), click For Employers, then On-Campus Interviewing.
- Job Fairs: On the [Career Center's home page](#), click For Employers, then Job Fairs.
- Partner with the Career Center: On the [Career Center's home page](#), click For Employers, then Partners.
- Services for Business and Economic Partners: On the [Career Center's home page](#), click For Employers, then Services for Business and Economic Partners.

### **Career Center Events**

- Fall Career Fair (held annually during fall semester)
- Cardinal Job Fair (held annually during spring semester)
- Graduate School and Post-Graduate Fair (held annually during fall semester)
- Professional Etiquette Dinner (offered each semester except summer)
- Professional Development Workshops (offered each semester except summer)
- Teacher Fair (held annually in May)

### **Career Center Advising Services for Students and Alumni**

- Drop-in Advising: Mon., Tues., Wed., 1-3 P.M.; Thurs., Fri., 10-noon
- Ask-an-Advisor (E-mail): [careercenter@bsu.edu](mailto:careercenter@bsu.edu)
- Advising by Appointment: If drop-in does not meet your needs, call 285-2430 to schedule an appointment.

If you need adaptations or accommodations for any of our educational programs or publications because of a disability, please contact  
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 Lucina Hall 220 Ball State University  
 Muncie, Indiana 47306 (765) 285-5634  
[www.bsu.edu/careers/](http://www.bsu.edu/careers/)  
[careercenter@bsu.edu](mailto:careercenter@bsu.edu)

07/2011