

# Career Services

## Class Assignments

[www.cpcc.edu/career](http://www.cpcc.edu/career) ▪ 704.330.6551  
[career.services@cpcc.edu](mailto:career.services@cpcc.edu)

Please submit all assignments included in your syllabus by using the [Faculty Assignment Form](#)

## Mock Interview Assignments

### Mini Mock Interview

Students meet individually with a career counselor for a 30-minute scheduled appointment. During this appointment students have the chance to learn what is expected in an interview, voice individual concerns about the interview process and practice answering interview questions with immediate feedback.

This assignment is best for more entry-level courses such as ACA 111, 118, 120; BUS 110, 137 and COE 110. Students get an introduction to the interview process and, if interested, can continue to work with Career Services to further develop their interviewing skills.

### Mock Interview

Students meet individually with a career counselor for an hour long appointment. Students are given the opportunity to practice dressing for an interview and interviewing for a specific position with a specific company. Students will be able to view their videotaped session and receive immediate feedback from a counselor. This assignment is best for pre-graduate level courses where the majority of students will be graduating and seeking a professional job within the next year.

## Resume Assignments

If you plan on including a resume assignment in your course syllabus, inviting a career counselor to first come to the classroom and give a 30-50 minute presentation on the basics of resume writing helps students write better resumes.

### Basic Resume Assignment

Students learn the basics of resume writing by creating a resume using standard resume formatting and receiving feedback from a career counselor. This assignment is best for more entry-level courses such as ACA 111, 118, 120; BUS 110, 137 and COE 110. Students get an introduction to the resume writing process and if interested can continue to work with Career Services to further develop their resume.

### Professional Resume assignment

Students create a resume targeted to their program of study and the type of jobs they will soon be seeking. This assignment is best for pre-graduate level courses where the majority of students will be graduating and seeking a professional job within the next year.

*Thank you for supporting Career Services!*

