



Career Readiness Resources

Are You Super Skilled and Career Ready? Flyer

Courtesy of Queensborough Community College

HOW DO YOU BECOME SUPER SKILLED & CAREER READY? AN INDEX OF POSSIBILITIES FOR YOU TO EXPLORE AT QUEENSBOROUGH COMMUNITY COLLEGE

● Critical Thinking/Problem Solving

Enroll in a class that is academically challenging for you; engage in academic research (apply to become a member of the CUNY Research Scholars Program and CSTEP); work at a job on-campus or off, such as a tutor (Apply to the CUNY Tutor Corps); complete an internship or cooperative education course; build and create physical objects, e.g., artwork, engineering projects, theatre sets; join the Society of Additive Manufacturing 3D Printing Club, the Stock Market Club or Chess Club.

● Professionalism/Work Ethic

Show up to class on time and hand in all your course assignments when they are due; do well and earn a high GPA (3.3 and above); earn academic awards and honors, such as the Dean's List or Phi Theta Kappa; be punctual at work; be recognized at your job as an outstanding employee; be respectful of others; work efficiently and complete all your work-related projects in a timely manner; join a professional association or CUNY Career/Meetup related to your future career.

● Digital Technology

Be proficient in MS Word, MS Excel, MS PowerPoint, MS Access; take a Computer Programming for Business course(s); master applications, software and technology used in your coursework and in your future professional field (self-teaching and certificates); Learn basic coding skills, participate in a CUNY hackathon, start a vlog; apply to the WiTNY (Women in Technology and Entrepreneurship In New York).

● Oral/Written Communications

Be an active participant in your classes; enroll in specific coursework, (Writing Intensive classes, Speech classes), class presentations, clubs and activities such as the Communiqué, the Creative Writing Club, Theatre/Drama presentations, Student Government; write papers, write your resume and cover letter, create a LinkedIn profile; apply to fellowships and opportunities that require a writing sample or personal statement e.g., America Needs You; enter the David A. Garfinkel Essay Scholarship Contest; improve how you speak to customers, colleagues, and management at your job; engage in appropriate blogging within your professional interest.

● Leadership

Be the team leader on a class presentation; be a member of a leadership organization e.g., College Discovery, Emerging Leaders or the Black Males Initiative; hold elected office in Student Government or other clubs and organizations; be a captain of an athletic team; organize events; be a team leader or assistant manager at your job; be a teacher's assistant in your education classes or a camp counselor during the summer; become an entrepreneur and start your own business; Become a local community leader and engage in civic projects.

● Global/Intercultural Fluency

Study and try to master a language other than your native tongue (join the Foreign Language Society); study abroad, (apply to become part of the Salzburg Global Citizenship Alliance); read and learn as much as you can about cultures and customs different from your own; visit museums and cultural institutions that highlight works with a global perspective; work in an international company; try foods from around the world; travel.

● Teamwork/Collaboration

Be an active member of your academic classes by participating in group presentations and projects; work as part of a team at your job; complete an internship; participate in campus clubs and organizations (join NYPIRG); become a member of an athletic team; be a volunteer.

● Career Management

During your first semester at QCC, engage in career exploration using **FOCUS-2 and Virtual Job Shadow**; develop yourself as a professional; prepare to obtain and complete an internship/cooperative education course, (**attend the Internship and Cooperative Education Forum**); apply to a CUNY Winternship or the CUNY Cultural Corps; produce an excellent resume and cover letter, (**visit the Office of Career Services**); improve your interview skills and prepare to encounter different types of interviews (**use the Optimal Resume Interview Module**); understand business etiquette (**attend The Business of Etiquette**); conduct a successful job search, (**attend the QCC Job Fair**); network effectively and use LinkedIn; consider job shadowing a professional in the field you are interested in joining; volunteer in an organization.

● Lifelong Learning

To learn how to teach oneself and develop an appreciation for the importance and necessity of continuous learning throughout one's life.