Greetings

NSBE Family,

On behalf of the National Finance Committee, I present to you the 1st Annual Career Fair Prep Guide

The second tenant of our mission statement task us "to increase the number of culturally responsible Black engineers that succeed professionally." In harmony with that, this guide is designed to provide tips and guidance for our PCI, Collegiate and Technical Professional members seeking professional opportunities so that all of our members can get the most from the Fall Regional Conference (FRC) Career Fairs.

In this guide, you will find the following information

- Tips on Proper Career Fair/Interview Attire
- Tips on how to prepare, work, and follow-up at Career Fairs
- Tips on how to prepare a resume
- Sample Resumes/Resume Templates
- Interview Questions to Expect
- Tips on Preparing for an Interview
- Information on NSBE’s Job Placement Center

It is the hope of the National Finance Committee that this guide will both help all of our members gain more opportunities to succeed professionally, as well as give the world more opportunities to see the power of excellence that resides within each and every NSBE member.

Good Luck in your Job Search!

With Every Good Wish,

Ronald Edward Stubblefield

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Career Fair/Interview Attire

There is a saying that first impressions are lasting impressions. When you go to a Career Fair/Job Interview, how you dress is that first impression. Below is a detailed listing of proper attire for a Job Interview/Career Fair.

Men’s Career Fair/Interview Attire

- Suit (Solid color – black, navy or dark grey)
- Long sleeve shirt (white or coordinated with the suit)
- Belt
- Tie
- Dark socks, conservative leather shoes
- Little or no jewelry
- Neat, professional hairstyle
- Limit the aftershave
- Neatly trimmed nails
- Portfolio or briefcase

Women’s Career Fair/Interview Attire

- Suit (Solid color – black, navy or dark grey)
- The suit skirt should be long enough so you can sit down comfortably (Be aware of the slit)
- Coordinated blouse
- Conservative shoes (less than 3 inches)
- Limited jewelry
- Professional hairstyle
- Light make-up and perfume
- Neatly manicured clean nails
- Portfolio or briefcase

What Not to Bring to the Career Fair/Interview

- Gum (This is the number one distractions during interviews)
- Cell phone or any other electronic device (i.e. iPods)
- Coffee or soda (Limit yourself to holding only one item – your portfolio or briefcase)
- Cover tattoos

Career Fair/Interview Attire Tips

- Before you even think about going on an interview or to a career fair, make sure you have appropriate interview attire and everything fits correctly.
- Get your clothes ready the night before or a few days before, so you don't have to spend time getting them ready on the day of the interview/career fair. Some clothing may have to be hemmed.
- If your clothes are dry clean only, take them to the cleaners after a career fair/ interview, so they are ready for next time.
- Polish your shoes.
- Bring a breath mint and use it before you enter the building.
Career Fair Do’s and Don’ts

The next thing a recruiter will notice is do you know how to conduct yourself and prepare for a career fair. The following is a list of things one should do before, during and after a career fair.

Before a Career Fair

**Do** prepare in advance and have clear goals for the job fair. If you know which companies will be at the fair, visit their websites and see if they have any open positions that interest you. If so, learn about the business and be ready to answer questions when you meet their representatives.

**Do** fill in an online application form in advance if the job fair organizers requested that you do so. NSBE’s Job Placement Center is one of the best places to seek openings. Visit IMPak today.

**Do** dress professionally.

**Don’t** wear jeans or flashy jewelry. You want to stand out – but in the right way.

**Do** ensure you have enough copies of your resume with you to distribute.

**Do** make sure your resume is up to date and reviewed by another person prior to distributing them.

**Do** come with note-taking gear – a PDA or a day planner and pen. If a recruiter offers you a meeting or interview, immediately update your agenda with the date and time in front of that person.

**Don’t** try to commit that information to memory and risk forgetting it.

**Do** have a small backpack or briefcase to hold any business cards, flyers and/or items that companies give you.

**Don’t** carry around an overstuffed bag full of career fair goods – this gives off the wrong impression.

**Don’t** make unrealistic goals or overcommit.
Do make a sales pitch for yourself, a 30-second infomercial about you. (see page 16) Practice saying it to other people. If you need assistance, several workshops on elevator pitches or interview skills will be conducted on site. Feel free to ask any advisor, NSBE leader, etc.

Don’t wait until the last minute to prepare. It will show no matter how good you think you are.

During a Career Fair

Do review the Career Fair floor plan – highlight your target companies so you know where to go fast and easy.

Do arrive early. Early bird gets the worm!

Do talk to as many people as possible within reason – bearing in mind that quality is more important than quantity – since networking is an important element of any job fair.

Don’t interrupt other people when they’re talking at company booths. Lack of respect for others is frowned upon by companies.

Do look directly at the recruiters and listen to them. Shows respect to the recruiters who do decide if you have any chance to be hired or not.

Don’t answer your cellphone when talking to any company representatives.

Do smile, be friendly and try to relax. Bring a friend if it will help break the ice and make it easier for you to approach the company tables. Companies like to see individuals who are relaxed and can be themselves.

Don’t come to the fair and expect that people will approach you – take the initiative to reach out to the recruiters.

Don’t give out your resumes to uninterested companies just for the sake of doing so. You may run out of resumes sooner than you think. And do not give out wrinkled/crumpled up resumes; it highlights lack of professionalism to a company.

Do request business cards. Write down who you met and where on the back of each business card you receive, and in front of the giver. If they have none, ask for their contact information and note it.

Don’t just stuff the business card in your pocket or throw them in your bag – hold it as if it has high value to you.

Do visit companies that you are unfamiliar with e.g. because you didn’t know they’d be at the fair. If their representative asks, give them that reason and say that you normally would have researched them otherwise.

Don’t pretend that you know their business. They’ll notice sooner than you realize.

Do ask when is best to contact the company after the fair and write it down.

Don’t ask and then forget or otherwise miss that contact deadline.

Do stop and reflect midway through the fair. Have you accomplished any of your goals? If not, what do you need to change before the fair ends? Otherwise, what’s left to be done?
After the Career Fair

**Do** follow up any job opportunities that you discovered at the fair. Email is good, telephone is better.

**Don’t** call during lunch hour or any other inconvenient moment.

**Do** send thank you letters with copies of your CV, especially if you ran out of CVs during the fair.

**Don’t** pester these new contacts or be too insisting and appear desperate. *Be courteous of the recruiter’s time.*

**Do** take a look back at your performance. Did you reach all of your goals? What did you do well? Where could you improve for next time?
Resume Guidance

The key things to know about a resume is that it should be a quick run through of your professional experience, and thus highlight the three key things an employer wants to know (technical talent, ability to work in a team, and leadership). The following is a list of do’s/don’ts for creating a resume.

Resume Do’s

Do use bold/CAPS to make all section headings stand out.

Do start every skills statement with a strong verb.

Do revise your resume for each position.

Do organize your resume so the most relevant information is at the top.

Do expand on points related to the position and condense less relevant information.

Do use resume quality paper.

Do use 10-12 point font.

Do send your resume with a cover letter.

Do your best to limit the resume to ONE page, some instances two pages is o.k.

Do include CURRENT phone number and e-mail address.

Do include as much contact information as possible -- any information that would enable an employer to reach you during business hours. However keep all information professional (including email addresses).

Do think in terms of accomplishments when preparing your resume. Accomplishments are more meaningful to prospective employers than run-of-the-mill litanies of job responsibilities.

Do emphasize transferable skills, especially if you don’t have much experience or seek to change careers.

Do quantify whenever possible. Use numbers to tell employers how many people you supervised, by what percentage you increased sales, how many products you represented, etc.

Do, however, list sports if you’re a college student or new grad. Many employers specifically seek out athletes because of their drive and competitiveness, as well as teamwork and leadership skills. Collegiate athletes should even consider listing their sports background in the experience section.

Resume Don’ts

Don’t use the word "resume."

Don’t use the word "I."

Don’t include salary information.

Don’t include job references as part of the resume itself. If anything state “References available upon request.”

Don’t include testimonials.
Don't give personal statistics or profile.

Don't include photographs.

Don't use too many fonts or font sizes.

Don't use decorative fonts or bullets.

Don't include TOO personal information, i.e., height, weight, marital status, etc.

Don't leave out the locations of your past jobs (city and state). This information is expected, but many jobseekers unwittingly omit it.

Don't use expressions like "Duties included," "Responsibilities included," or "Responsible for." That's job-description language, not accomplishments-oriented resume language that sells. In addition, avoid exaggerations and passive language.

Don't include hobbies or other irrelevant information on a resume. In most cases, they are seen as superfluous and trivial. An argument can be made that hobbies are interview conversation starters or that they make you seem well-rounded, but they are generally seen as fluff or filler.

On the following pages, sample resume templates and resumes are provided for your convenience.
EDUCATION

Name of Institution, City, State
Name of Degree Program
Graduation Month, Year

RELEVANT COURSEWORK

(Insert Coursework relevant to the position you are seeking)

SKILLS

Technical
(Insert technical skills )

Languages
(Insert Language Skills)

RELEVANT EXPERIENCE

Name of Employer, City, State
(Insert Position)
➢ (Insert Job Responsibilities/Accomplishments)
Name of Employer, City, State
(Insert Position)
➢ (Insert Job Responsibilities/Accomplishments)

LEADERSHIP EXPERIENCE

Name of Organization, City, State
(Insert Leadership Role)
(Insert Leadership Role)
(Insert Leadership Role)
(Insert Leadership Role)
(Insert Leadership Role)
(Insert Leadership Role)
(Insert Leadership Role)
(Insert Leadership Role)
(Insert Leadership Role)
(Insert Leadership Role)
(Insert Leadership Role)
(Insert Leadership Role)
(Starting Date-Terminal Date)
(Starting Date-Terminal Date)
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(Starting Date-Terminal Date)
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(Starting Date-Terminal Date)

The National Society of Black Engineers
(Insert Leadership Role)
(Insert Leadership Role)
(Insert Leadership Role)
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(Insert Leadership Role)
(Starting Date-Terminal Date)
(Starting Date-Terminal Date)
(Starting Date-Terminal Date)
(Starting Date-Terminal Date)
(Starting Date-Terminal Date)
(Starting Date-Terminal Date)

HONORS

(Insert Honor)(Year Received)
(Insert Honor)(Year Received)
(Insert Honor)(Year Received)
(Insert Honor)(Year Received)
(Insert Honor)(Year Received)
EDUCATION

Polytechnic Institute of New York University, Brooklyn, NY
Bachelor of Science in Civil Engineering May 2013

RELEVANT COURSEWORK

Introduction to Engineering and Design, Introduction to Civil Engineering, Statics, Engineering Problem Solving & Programming

SKILLS

Technical
Microsoft Office: Word, Excel, Project, Publisher
MatLAB (Beginner)
AutoCad (Beginner)

Languages
English
Spanish (Beginner)

RELEVANT EXPERIENCE

Polytechnic Institute of NYU, Brooklyn, NY
Introduction to Engineering and Design Supermarket Logistics System Team Project Fall 2009
Chief of Design
- Used AutoCAD to create layouts & renderings of proposed local supermarket
- Conducted field research locally to collect data for efficient building design
- Developed & maintained a daily project schedule using MS Project
- Oversaw the creation of LabVIEW programming for Heating, Cooling, Lighting Systems
- Submitted project one week early

LEADERSHIP EXPERIENCE

The Polytechnic Institute of New York University
Student Ambassador September 2009-Present
The NYU-Poly Dean’s Advisory Board February 2011- Present
The NYU-Poly Provost’s Women Mentoring Initiative Committee November 2010-February 2011
Orientation Leader August 2010 & August 2011

The National Society of Black Engineers
National Finance Committee Quality Control Analyst August 2011-Present
Chapter President May 2011- Present
Chapter Internal Vice President May 2010-May 2011
Region 1 Summer Camping Conference Tutor/Mentor July 2010 & July 2011

HONORS

NYU-Poly Promise Scholar
National Action Council for Minorities in Engineering Block Scholar
NYU President’s Service Award Recipient (2011)
OBJECTIVE
(Define what your about in 1-2 sentences.)

EDUCATION
(Insert name of institution)

Candidate for: Bachelor of Science in (insert major), (insert date of graduation)
(optional insert GPA) (insert classification)

Relevant Courses: (insert relevant coursework)

Skills: (insert technical/language skills)

EXPERIENCE
(insert title): (insert division) (start date-end date)
(Insert Company Name,) (Insert Company Location by City, State)
  • (insert job responsibilities/achievements)

(insert title): (insert division) (start date-end date)
(Insert Company Name,) (Insert Company Location by City, State)
  • (insert job responsibilities/achievements)

(insert title): (insert division) (start date-end date)
(Insert Company Name,) (Insert Company Location by City, State)
  • (insert job responsibilities/achievements)

(insert title): (insert division) (start date-end date)
(Insert Company Name,) (Insert Company Location by City, State)
  • (insert job responsibilities/achievements)

HONORS/AWARDS
(list award/honor, year)
(list award/honor, year)
(list award/honor, year)
(list award/honor, year)

ACTIVITIES
(insert leadership activity ,Name of Organization, Location, start date-end date)
(insert leadership activity ,Name of Organization, Location, start date-end date)
(insert leadership activity ,Name of Organization, Location, start date-end date)
(insert activity, Location, Start date-End Date)
(insert activity, Location, Start date-End Date)
(insert activity, Location, Start date-End Date)
OBJECTIVE
Results-driven, analytical, enthusiastic student seeks hands-on internship that uses mechanical engineering in energy industry

EDUCATION

Spelman College/Georgia Institute of Technology
Atlanta University Center (AUC) Dual Degree Engineering Program (DDEP)

Candidate for: Bachelor of Science in Mathematics, May 2014
Bachelor of Science in Mechanical Engineering, May 2014
GPA: 3.42, Junior

Relevant Courses: Calculus I, II, and III, Linear Algebra, Set Theory, Physics: Mechanics, Electricity & Magnetism, General Chemistry, C++ Programming

Skills: Microsoft Office Suite: Excel, Power Point, Publisher, Word Proficient in Spanish

EXPERIENCE

Intern: Manufacturing Engineering, General Assembly II
General Motors Company, Detroit-Hamtramck Assembly Plant, MI
- Learned how to assemble doors of 2012 Chevrolet Volt in order to knowledgeably revise assembly instructions for line operators
- Helped train line operators in new door assembly and assisted in door line supervision for good throughput

Intern: Tribology Team
NASA Marshall Space Flight Center, Huntsville, AL
- Used various measurement machines to assess wear on bearings in critical space applications
- Read background information about metrology and tribology, especially related to bearing assemblies

Physics Research Assistant: Materials Science, Optical/Photonic Studies
Spelman College, Atlanta, GA
- Project included assisting with optical measurements of new OLED materials

Women in Science, Technology, Engineering, and Mathematics (WiSTEM)
Spelman College, Atlanta, GA
- Conducted experiments exploring the effects of different wavelengths of light on silicon photovoltaic cells.
- Constructed Grätzel cells using conductive glass, dyes, graphite, iodine, titanium oxide, and carbon-black
- Received Excellence in Research Award

Receptionist
Powell Dental Care, Sugar Land, TX
- Scheduled patients, answered multi-line telephones, settled financial arrangements, verified insurance

HONORS/AWARDS
Exxon Mobil Scholar
Spelman STEM (Science, Technology, Engineering and Math) Scholar
Spelman Academic Scholar
Georgia Power Scholar
Spelman College Most Outstanding Engineering Graphics Student, AUC DDEP, 2010
Second Place in Physics, Spelman College Research Day 2010

ACTIVITIES
Co-Chair & Co-Founder, Society of Women Engineers Interest Group, Spelman College Section, Feb 2010-Present
Conference Planning Chair, National Society of Black Engineers, AUC Chapter, July 2011-Present
Charter Membership Chair, National Society of Black Engineers, AUC Chapter, Jun 2010-May 2011
Math RaMP Program (Research and Peer Mentoring), Spelman College Math Dept., Fall 2011
Full Name

Street Address ● City, State, Zip ● Phone Number ● Email Address

Education

(insert-Institution Granting a Master's Degree) (City, State)
Masters of (insert degree program) – (insert graduation/anticipated graduation date)

(insert-Institution that Granted Bachelor's Degree) (City, State)
Bachelors of (insert degree)-(insert graduate date)

Relevant Coursework
List of Courses

Relevant Experience

Job, Company (City, State) (Starting Month, Year-Ending Month, Year)
• (insert job responsibilities)

Job, Company (City, State) (Starting Month, Year-Ending Month, Year)
• (insert job responsibilities)

Job, Company (City, State) (Starting Month, Year-Ending Month, Year)
• (insert job responsibilities)

Additional Experience

Job (City, State) (Starting Month, Year-Ending Month, Year)
• (insert job responsibilities)

Volunteer Experience

Role, Organization (City, State) (Starting Month, Year-Ending Month, Year)
• (insert job responsibilities)

Role, Organization (City, State) (Starting Month, Year-Ending Month, Year)
• (insert job responsibilities)

Role, Organization (City, State) (Starting Month, Year-Ending Month, Year)
• (insert job responsibilities)
Tommy Smith

Education

Towson University, Jess & Mildred Fisher College of Science and Mathematics  
Towson, MD
Masters of Applied and Industrial Mathematics - Anticipated Graduation: December 2012

Hampton University, School of Science  
Hampton, VA
Bachelors of Science in Mathematics - May 2010

Relevant Coursework

Probability, Statistics, Real Analysis, Multivariable and Advanced Calculus, Linear and Modern Algebra, Modern Geometry, Differential Equations

Relevant Experience

Baltimore City Teaching Residency (Baltimore, MD)  
Summer 2011

- Admitted to a highly selective cohort of recent college graduates and career changers committed to raising student achievement in Baltimore’s highest need schools
- Participating in a six-week summer training institute, including a four week student teaching experience

Mathematics and Reading Mentor-Parks & People Organization (Baltimore, MD)  
Summers 2008-2010

- Helped develop reading and mathematics skills of rising second and third grade student
- Led and maintained my own classroom with guidance from a Teaching Mentor
- Created and implemented a variety of teaching aids and strategies to enhance curriculum
- Maintained an accurate record of statistics on how the students progressed throughout the program

Mathematics Tutor - Hampton University, School of Science (Hampton, VA)  
2007-2010 School Years

- Assisted 25-50 undergraduate students weekly in learning various Mathematics concepts as needed while giving follow-up support and critical thinking strategies
- Enticed critical thinking and problem solving skills to enable students to better understand how to learn and solve problems for themselves

Additional Experience

Paralegal  
Morris, Hardwick and Schneider (Baltimore, MD)  
Fall/Winter 2010

- Prepared and executed documents for case files in support of a leading attorney.
- Managed a daily caseload performing necessary tasks for timely progression

Volunteer Experience

Fiscal and Administrative Intern  
Baltimore Rising Inc. (Baltimore, MD)  
Summer 2010

- Provided supportive services to the Budget and Finance Director by processing minor transactions, maintaining records and executing minor contracts
Career Fair/Interview Questions

So, now you are at an interview, and you want to do well because this interview decides if you get the job you want or not. Below is a list of questions that are most commonly asked at an interview.

Questions About College

- Why did you select your college or university?
- If you could, how would you plan your academic study differently? Why?
- How would you prepare for important tests or exams?
- What college subjects did you like best? Why?
- What college subjects did you like least? Why?
- Describe your most rewarding college experience.
- Who was your best teacher, and why?
- If I were to ask your professors to describe you in three words, what would they be?
- What was your biggest challenge as a student, and how did you handle it?
- Do you think that your grades are a good indication of your academic achievement?
- Did you prefer working independently or in groups on school projects?
- Do you have plans for continued study?
- What extracurricular activities have you participated in?
- What was your greatest strength as a student?
- Why did you choose your major?
- How has your college experience prepared you for a career?

Questions about your Experience

- Have you completed any internships? What did you gain from the experience?
- Tell me about your work experience? How has it prepared you for a career?
- Have you accomplished something you’re proud of at work?
- What major problems have you encountered at work and how did you deal with them?
- What have you learned from your mistakes?
- What do you expect from a supervisor?
- Describe your greatest achievements and failures and what you learned about yourself in the process

Questions about your Character

- What is your greatest weakness?
- How do you plan to overcome your weakness?
- What is your greatest strength?
- How do you handle stress and pressure?
- How would you describe yourself?
- How do you think a friend or professor who knows you well would describe you?
- What motivates you?
- What unique attributes can you bring to this company and position?

To assist in preparing to answer these questions and more importantly to ace your interview, on the next page there is a list of preparation strategies to assist you.
Preparation Tips for Career Fairs/Interviews

1. Prepare an Elevator Pitch which highlights the following information
   a. Name
   b. Institution you are from/Academic Background
   c. Character Strengths
   d. Problem Solving Skills
   e. Experience/Impact
   f. Why you are good fit for them

   Ex: My name is John Doe; I am an Industrial Engineering major at NSBE University. I’ve spent a lot of time looking into the consulting industry and talking to consultants about their jobs and what it takes to be successful. I believe my interests and skills are a good match for consulting. My major project during my internship last summer involved creating a questionnaire and conducting dozens of interviews of store operators to develop a best practices manual for franchise owners. I have a 3.7 GPA and have done very well in the more analytical courses I’ve taken, including Econometrics and Symbolic Logic. In those classes and others I’ve worked on teams, but I am also a member of the student council and have a good understanding of the importance of working with others to get the job done.

2. Analyze Your Target Job
   a. Just like a Career Fair, perform research to see what is required by both the employer and the job position you seek to be successful
   b. RESEARCH, RESEARCH, RESEARCH the company before the interview, specifically, press releases, business articles, the website, so you can be informed of company trends, progress, and direction and can better articulate how you would help the company to that end

3. Make a List of Your Key Assets
   a. Target around 7-10 key things of value that you would bring to the job if selected
   b. For each key thing, be ready to share an example of how that asset helped you

4. Show Enthusiasm
   a. No one is going to hire you if you seem bored throughout the interview, it tells the potential employer that you would show the same lack of interest in job task if they hired you. Plus it indicates you do not value there time which is very disrespectful
   b. Watch the body language, make sure you appear attentive and respectful at all times (no yawning, eye-rolling, slouching, proper eye contact (every 3 seconds of eye contact, 2 seconds away)

5. Practice Interviewing
   a. Make sure you can answer the questions listed on the previous page

6. Be sure to listen
   a. Listen very carefully to interview questions (test to see if you can pay attention to details) and make sure you answer the questions that are asked

7. Be ready to ask questions
   a. Ask questions about the interviewers experiences with the organization, what drives them, what the corporate culture is like, their views on the position you seek and next steps beyond the interview, and their contact information (see #9)

8. Summarize why the Job is for You

9. Say Thank You
   a. Using their contact information, send them a thank you letter/email ASAP, thanking them for interviewing them, highlighting key things they said that sparked your interest in the job and summarize why you’re the best fit for the role.
NSBE Job Placement Center

Searching for jobs is an easy and efficient way for members to access top science, technology, engineering, and math employment positions nation-wide as well as world-wide. Many recruiting entities that heavily support the society, including Fortune 100 firms of the Board of Corporate Affiliates (BCA) seek qualified candidates in NSBE's diverse talent pool.

How the Service Works?

Job Seekers can create or paste an existing electronic copy of their resume to our national website. Based on search criteria such as Job Location, Job Category, Job Position, etc., applicants can access a host of employment opportunities quickly to identify those that meet their interests. Job candidates can apply directly to employer websites, gain interview opportunities and more. NSBE employer job postings are visible to NSBE members for 60 days.

How to Post Your Resume and Access Jobs in the Job Placement Center (JPC)?

1. If you are already a NSBE member, login using your email address and password in the yellow box at the top of this page. If you are not an active member, please sign up or renew your membership now for access to the Job Placement Center
2. Click on the “Job Placement Center” link
3. Follow the “Instructions for NSBE Members”. Click “I Agree”
4. Under Resumes, post your resume so companies can start looking for you!
5. Under Jobs Menu, Click on “Job Search”
6. Under Job Posting Search Options, fill in desired fields and click “Search”
7. Apply for your dream job!

Why Should You Post Your Resume and Access Jobs in the Job Placement Center (JPC)?

You as a member gain access to job opportunities only available to NSBE members; which gives you a chance to get that job you have been dreaming about.