

Career Services

Quick Guide

Welcome

Career Services Office

D-building, room 210

In-Person & Virtual Office Hours

Monday-Friday | 9:00am - 5:00pm

Schedule Appointments on [Succeed@Hostos](#)
[Drop-in](#) Fridays 3:00pm - 4:00pm

Phone: 718-518-4468

Email: careerservices@hostos.cuny.edu

Website: www.hostos.cuny.edu/cso

Meet the Team

[Lisanette Rosario, Director of Career Services](#)

[Yvonne Rosario-Quiroz, Assistant Director of Career Services](#)

[Dulce Toppenberg, Student Career Program Specialist](#)

[Aleris Gonzalez, Student Career Senior Advisor](#)

[Maritza Lewis, Career Education & Internship Program Coordinator](#)

[Kenia Alvarez, Internship Program Employment Readiness Coach](#)

[Yolanda Soto, Student Career Advisor](#)

Career Services Resources

[Workshops and Events](#)

[Announcements](#)

[Employment-Readiness/Career-Toolkits](#) - Find sample resumes, employment letters and career information.

[HIRECAIMANS, Symplicity](#) - Take a free career assessment on the *Career Finder*, practice interviewing with the *Virtual Mock Interview*, and apply to internships and jobs with HIRECAIMANS Symplicity.

[Grow with Google](#) - Career Readiness Online Program, Complete a learning path to receive a Google Career Ready Certificate

[LinkedIn](#) is a social network for job seekers, professionals, and businesses. Build your network, find business contacts, connect with recruiters, and use your professional profile as an online resume.

[Candid Careers](#) - Thousands of 1–3 minute video interviews from professionals in a wide variety of careers and from multiple backgrounds.

[Caiman Professional Wardrobe](#) - Operating entirely from donations Caiman Professional Wardrobe provides professional attire at no cost to students who lack an appropriate wardrobe for interviews.

How to Schedule an appointment

Current Students

Career Services offers career-readiness support for students in-person and in virtual formats. Please Visit Succeed@Hostos to schedule an appointment.

Alumni

Use our Career Resources to: Explore Occupations, practice Interviewing, search for internships & jobs, attend Career Fairs and more!

Email Career Services Office careerservices@hostos.cuny.edu

Log in: HIRECAIMANS Symplicity

Link to Symplicity: <https://hostos-csm.symplicity.com>

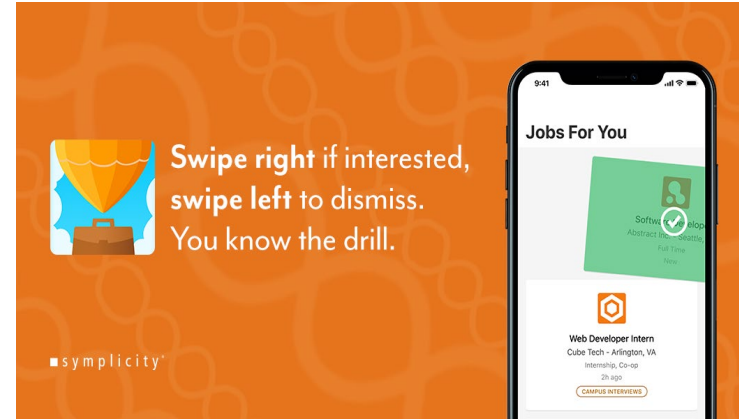
USER ID: Enter 8 digit student ID (EMPL ID)

PASSWORD: Select "Forgot Password" to create a new password

(Select forgot password if you need to reset the password or contact careerservices@hostos.cuny.edu)

Reset password link will be sent to email on profile.

If you do not receive a password link, please email careerservices@hostos.cuny.edu



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Find your dream job from your phone: **[Symplicity Mobile App](#)**

The Symplicity App is free of charge and available on the Apps Store on your phone. Navigate to your app store and search for Symplicity Jobs and Careers. Download the application. Once you download select Hostos Community College and you are ready to go.

Career Exploration



Meeting with a Career Services, career coach is a great way to receive guidance on a wide range of career-related topics such as: career exploration, changing majors, developing career plans, creating a resume, finding internships and full-time jobs, effective networking, and making successful career transitions.

Who can benefit from Career Counseling?

A variety of students can benefit from career counseling.

- Are you having trouble choosing a major?
- Despite switching majors, are you still unable to find a major that “fits”?
- Do you want to figure out what career/occupation/job you should to go into after graduation?
- Do you want to find tools to help you make a career-related decision?
- Do you want to take assessments to help you better understand your interests, skills, values, and personality so you can choose a major or career?
- Do you want to create a career plan that will help you make informed, thoughtful career-related decisions?

Individual coaching is available to assist you in developing career goals, identifying methods of obtaining those goals and implementing a viable job search.

Career Exploration



1. Self-Assessment

Inventory your: Values. Interests. Skills. Achievements. Accomplishments. Strengths. Weaknesses. Think about it. Complete an assessment. Sit down with a career counselor and formulate a career plan.

2. Explore & Identify

Research. Network. Attend employer presentations. Attend school presentations. Use the Internet to check out company web pages. Cross-reference specific employer information with industry information on like kinds of companies. Talk to alumni. Talk to faculty. Arrange informational interviews. Visit grad schools of interest. Exploration and information gathering helps to identify the specifics.

3. Decide

Assessment and Exploration will help you to identify which path(s) you wish to pursue. With information, you can decide what course of action you want to take.

4. Action Plan

You've decided what you want to do. Now is the time to design a plan to get there. Know what you need to do. Start the application process early. Sharpen your resume. Hone your interviewing skills. Go For It.

Use the [Simplicity Career Finder](#) option to explore careers and view the [academic programs](#) at Hostos to make the best decision about your academic and career goals.

Meet with a Career Coach to:

- Explore majors and careers.
- Talk about your thoughts, ideas, feelings, and concerns about your career and educational choices.
- Identify the factors influencing your career development, and receive help in assessing your interests, abilities, and values.
- Locate resources and sources of career information.
- Determine next steps and develop a plan to achieve your goals.

For Career Coaching Appointments visit Succeed@Hostos

Career Videos

[Candid Careers](#)

Candid Career provides you with a fun and effective way to explore careers through thousands of short 1-2 minute video clips: Discover career fields that you didn't even know existed! Industry professionals share their job descriptions, backgrounds and career prep advice. Hear from industry professionals what it takes to get hired in their field. Learn from "Get Hired" advice videos covering interviewing, resume writing, networking and many more topics to help you land that job!

[Career One Stop](#)

Career One Stop browse to learn about industries, skills and abilities. In addition, learn about careers, find career information, and locate career resources!

[HostosCareerServices Youtube](#) - includes workshops and student videos highlighting their internship experience!



Writing Effective Resumes & Resources



Career Toolkits Created by the Hostos Career Services Office to help you prepare your employment portfolio. Find sample resumes, employment letters and career information.

Resume Guide

Resume Assistance: Please view the resume samples in the toolkits and begin your first draft of the resume. Upon completion, upload your resume draft to HIRECAIMANS, Symplicity and visit Succeed@Hostos to schedule an appointment with a Career Services team member.

Career Exploration: Meeting with a Career Services, career coach is a great way to receive guidance on a wide range of career-related topics such as: career exploration, changing majors, developing career plans, creating a resume, finding internships and full-time jobs, effective networking, and making successful career transitions.



Resume Video

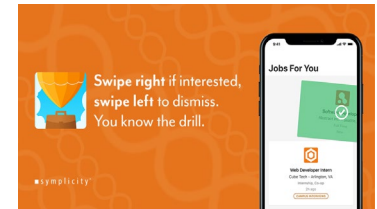
How to Upload Your Resume



[View Symplicity Guide - Resume Upload](#)

1. Log in to HIRECAIMANS SYMPLICITY <https://hostos-csm.symplicity.com/students>
 - a. USER ID: 8 Digit EMPL ID
 - b. PASSWORD: students
 - c. (Select forgot password if you need to reset the password or contact careerservices@hostos.cuny.edu)
2. Click: 'Profile' tab and complete your profile and academic information
3. Upload your resume in the 'Documents' tab for review and approval. ([view resume resources](#))

A Career Services Advisor will contact you to finalize the resume.



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Search for Internships



1. Hostos [HIRECAIMANS](#), powered by Symplicity. The Symplicity (HIRECAIMANS) system connects students with career services programs, with employers recruiting for internships; both remote and in-person that can be applied to directly, and career opportunities.
2. **Academic Internships for credit:** Contact your Internship Program Coordinator at mlewis@hostos.cuny.edu for a list of qualifying employer partners
3. [Career Services Internship Opportunities](#)
4. [CUNY Internships](#) CUNY Internship Programs partners with New York City agencies, boards, and commissions to provide CUNY students with internships in tech, engineering, public health, finance, business and other burgeoning sectors. For nearly two decades, interns have been hired by their agencies through this program, some moving into leadership positions where they oversee current CUNY interns.
 - a. [CUNY Symplicity link](#) for Internships

Search for Internships Cont'd.



[Bronx Chamber of Commerce Internship Connector](#) - Contact Career Services to approve your resume for distribution to local employers

[CUNY Service Corps](#) through CUNY Service Corps students become more engaged in their communities throughout the city. Service Corps members are part of a University cohort of students practicing service that is aligned with their civic and professional goals.

[Micro-Internships](#) with Parker Dewey are short-term, paid, professional projects open to all college students and recent graduates of U.S.-based institutions. From working directly with an entrepreneur to supporting a large enterprise, you'll have the opportunity to explore different roles and company cultures as you gain valuable experience.

[District Attorney's Office](#), Bronx County - [Internship to Career Pathways](#)

[LinkedIn Summer Internships](#)

[Mayor's Office Internship Program](#) - The Mayor's Office Internship Program provides participants with the chance to harness the tremendous opportunity of our city, all while helping to take on the challenges that our residents face and developing innovative solutions to build a better tomorrow

[MTA Internships](#)

[New York State Public Health Association Internship Opportunities](#)

Search for Employment

The Career Services Office provides Employment Resources for students to connect with websites that will enhance their job search and opportunities in various industries.

[Hostos HIRECAIMANS, powered by Symplicity](#) - Explore careers with HIRECAIMANS Symplicity!

[Career Services Employment page](#) - List of Career/Job Search Resources!

[STEM Career Resources](#) - Provides additional information specifically related to STEM careers!

[INDEED](#) - Find full-time and part-time jobs!

[WayUp](#) - Find paid internships, part-time jobs and entry level opportunities!

[BuiltInNYC](#) - NYC StartUps + Tech!

Job Search Support

The Career Services Office provides students with career readiness coaching which includes resume review, career goal setting, interview preparation and opportunities to apply for employment and internships.

We are committed to providing a variety of online resources and tools for you to access "On The Go". As always, you may schedule an appointment or visit us to request assistance from a career coach.

Caiman Professional Wardrobe

In need of professional attire? Our Caiman Professional Wardrobe has professional attire at no cost to students and graduates who lack an appropriate wardrobe for an upcoming interview, job fair or professional development event. Operating entirely from donations, we provide new and used business suits, professional clothing and accessories which are donated by college staff, faculty and local businesses.

Please schedule an appointment with the Caiman Professional Wardrobe Program Coordinator [Aleris Gonzalez](mailto:agonzalez@hostos.cuny.edu) or email at agonzalez@hostos.cuny.edu



How to find a Mentor?

The **City Tutors' City Mentor Program** in partnership with Hostos' Career Services offers you a way to get connected quickly to industry insiders from fields you'd like to work in.

We have a wide range of mentors available. We can especially help if you are:

- **Business management/economics/finance/accounting major** looking to connect with industry insiders from top finance or tech firms
- **Computer science or computer information technology major** looking to connect with software engineers, UX designers, or product managers,
- **Sociology, social work, psychology, or science major** looking to connect with someone from mental health, human resources or social work space, or maybe go into a PA, MD, or MD/PhD track
- **International studies major or public policy** minor looking to meet with someone from the UN/international relations field,
- Interested in **law** and looking to connect with **legal** professionals,
- **Science major** looking to get into research or applied science within the private or public sectors.
- **Humanities major** with an interest in art (all forms), museums, writing, publishing, or teaching

There is no cost to participate. Opportunity is available to current students and graduates of CUNY. Sessions are 30 mins to 1 hr, and you schedule at your own pace, and commit session by session.

To sign up, go here: <https://www.thecitytutors.org/findamentor>

For more information, learn about the program at <https://www.thecitytutors.org/receive-mentorship>

Apply for America Needs You

The Fellows Program helps high-achieving, first-generation college students succeed in college and their careers.

ARE YOU ELIGIBLE?

- I am a first-generation college student (neither of my parents have a bachelor's degree)
- I am available to attend regular Saturday workshops
- I am considered low-income by HUD standards
- I am currently eligible to work in the US

Program Benefits:

- **One-on-One Mentorship:** Individualized support from a successful professional
- **Career Development:** 28 intensive workshops over a two-year period
- **Holistic Support:** Counseling and academic support, up to \$2,000 in grants
- **Access to Robust Professional Networks:** Diverse professionals and internship/job opportunities

[Apply Here](#)

Apply for the Women's Public Service Internship

The CUNY Women's Public Service Internship Program provides highly qualified individuals the opportunity to learn by doing with the offices of selected legislators working to benefit women and promote women's issues in New York. The focus of internship assignments varies. Community affairs, research, and policy formulation in areas of most concern to women is central. CUNY will provide \$2,000 to each eligible student. In addition to the first hand experiences you receive with the local offices of legislators, CUNY Women's Public Service Interns are given academic guidance through enrollment in campus-based seminars with faculty, as well as in special meetings with Internship Program staff. Students also draft research papers and written logs, in which they describe, analyze, and comment upon their internship.

[Key Points of the program:](#)

- Students need to serve up to 15 hours per week
 - Scholarship-eligible students will receive \$2,000.00
 - Applicants who have completed at least 30 undergraduate credits by the fall term must carry a 3.0 GPA, and submit the names of two faculty members who will provide confidential recommendations
 - Students will enroll in a weekly seminar at their college to earn academic credit
- Students will also attend 3 monthly meetings at [CUNY TV](#) and [CUNY Women's Leadership Center](#).

Hostos' CUNY SERVICE CORPS

The CUNY Service Corps is a strong University pipeline for diverse talent into New York City's public sector, having provided thousands of CUNY students with paid work experiences in community-based organizations and government agencies since the program's launch in 2013. The Service Corps mobilizes students to work on projects that improve the civic, economic, and environmental sustainability of New York City.

Check website for application deadlines. [View more information](#)

Only students who qualify for Federal Work Study and will be enrolled in Hostos Community College, John Jay College, LaGuardia Community College, New York City College of Technology, and Queens College in the fall of 2021 will be able to participate in the CUNY Service Corps Program.

Career Services – Follow Us!



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[Hostos Career Services Facebook](#)



[Hostos Career Services Twitter](#)



[Hostos Career Services YouTube](#)

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