

Career Services

Frequently Asked Questions

How can I reach BEOC Career Services?

You can reach a BEOC Career Services Professional by email at careercenter@beoc.cuny.edu, or phone at 718-802-3341.

If you are a current student, you can also visit the **Career Services Help Center** in the Course Section of **Schoology** for a list of resources.

How can Career Services help me?

The Career Services staff offers assistance with:

- Branding and marketing your skills
- Career development and career pathways
- Resume writing, cover letters, and thank you letters
- Job search and applications
- Interview preparation
- Internship and job opportunities

What should I do if I need assistance with finding a job?

Contact one of the BEOC Career Services staff on Schoology or email us at: careercenter@beoc.cuny.edu.

Do you help current students find a job?

We work with current students and students who have already graduated.

How can I get information about job opportunities?

Career Services sends out BEOC Job Blasts, Schoology postings, and information for online virtual job fairs. If you are not currently receiving notifications from us, email us at careercenter@beoc.cuny.edu.

Can I get a Metro Card to go to an interview?

Currently we are not offering Metro Cards for interviews. However, employers are conducting employment screenings and interviews by phone/videoconference.

How are employers interviewing during the pandemic?

Most interviews are being held remotely and virtually through phone and by videoconference (Zoom, Skype and other applications). It is best to get familiar with the application before your interview. Career Services staff offers individual and group coaching and tips on interviewing – check out our seminars and workshops.

How do I obtain an internship in my field of study?

Reach out to a BEOC Career Services Professional on Schoology or by email at careercenter@beoc.cuny.edu. We offer informational workshops and sessions throughout the semester on how to prepare for an internship.

Does Career Services offer virtual workshops?

Yes, BEOC Career Services offers a variety of services virtually. Notifications for workshops and events are open to everyone and are posted on BEOC website, on Schoology, and sent by email.

Are Career Services workshops open to BEOC alumni?

Yes, there are general workshops open to BEOC alumni. Notifications are posted on BEOC website and sent to the email on file with the BEOC. Make sure your contact information is up to date!

As a BEOC grad, how can I post an open position or internship with the BEOC?

BEOC alumni looking to post open positions and internships can contact Career Services at careercenter@beoc.cuny.edu

How can I reach Career Services by phone?

*Career Services direct phone number is **718-802-3341**.*

How can I get a “7 Day Metro Card” for reporting employment to Career Services?

You can get your 7 Day Metro Card for reporting employment by submitting your current employment information and a recent paystub to careercenter@beoc.cuny.edu.

Why do you want to know about my job information?

BEOC is funded by New York State; in order to continue to receive funding, we must report throughout the year on student placement into college and employment.