

CAREER SERVICES

Get the competitive edge!

WHO WE ARE

The Anderson School of Management is the only professional school within the University of New Mexico to have a dedicated Office of Career Services. Our vision is to be a leading career services office within the greater University of New Mexico community and within our peer group of business schools. We strive to help student perfect their professional skills, including but not limited to business etiquette, interview skills, job hunting and salary negotiation. We also work with employers looking for the perfect Anderson student or graduate to fulfill their company's needs. The Anderson Office of Career Services is located in the Ford Advisement Center and works in close partnership with the main UNM Career Services Office to provide all of our customers with an effective and efficient recruiting experience.

WHAT WE OFFER

Personalized Career Advisement

We can help with any career issue. This includes looking over your resume and cover letter, as well as assisting you in searching for internships and/or full-time positions. Once you land an interview, we can help you perfect your interview skills and assist in salary negotiations.

On-Campus Recruitment Events

We provide tables and rooms for employers currently recruiting and looking to hire Anderson students and graduates. We also provide interview rooms for employers and potential candidates for their open positions. Every semester we offer career events, including the Anderson Business Career Fair in the fall and the Accounting Career Fair in the spring and fall.



Career Management Class

MGMT 398 is a one credit-hour course designed to help you perfect your professional self! Sign up in spring or fall.

Facebook Page & Concentration Listservs

We will frequently send out information about jobs and internship to concentration-specific listservs. To sign up, visit jobs.mgt.unm.edu and click on "Concentration Listservs". We will also post these jobs on our Facebook fan page. To find it, simply search for "Anderson Career Services".

Lobo Career Connection

Lobo Career Connection Lobo Career Connection is UNM's career portal and on-campus recruiting site. Log on to Lobo Career Connection to gain access to hundreds of opportunities specifically for UNM students, learn about on-campus recruiting events, sign up for company employer interview sessions, and more! Visit jobs.mgt.unm.edu.

OUR MISSION

Anderson Career Services will:

- Actively build relationships with alumni, hiring managers, and university relations professionals from local, regional, and global organizations to increase internship and full-time employment opportunities for students and alumni;
- Deliver relevant career management advising and programming to students and alumni which will increase their overall level of professionalism and employability;
- And provide the highest level of customer service and satisfaction to students, alumni, and employer partners as measured by exit interviews of graduates and customer satisfaction surveys of employers.

WANT A JOB THAT PAYS WELL?

The Anderson School of Management Office of Career Services can help you get it! Follow these suggestions to get started:

- ☑ Get your resume reviewed by a career advisor.
- ☑ Register for Lobo Career Connection to post your resume and get access to all jobs/internships posted at UNM.
- ☑ Apply for internships to gain real-world experience before graduation.
- ☑ Participate in corporate information sessions and open houses to learn about companies and prepare for interviews.
- ☑ Attend UNM Career Fairs:
 - Anderson Business Career Fair—Early Fall*
 - Accounting Career Fair—Early Fall*
 - UNM Career Expo—Early Spring*
 - Spring Accounting Career Fair—Mid Spring*
- ☑ Join student organizations to increase your contact with employers, develop your leadership experience and grow your network of contacts.
- ☑ Register for MGMT 398.
- ☑ Make an appointment with Career Services for a personal advising session to explore career options and for help with any other career-related issue.

TO DO LIST:

- Join the Anderson Career Services fan page on Facebook and sign up for concentration listservs for career tips, upcoming events and available jobs and internship opportunities.
- Read the Anderson Bulletin each week for news about Anderson events and happenings.
- Visit Lobo Career Connection each week to check for new job opportunities and recruiting events around campus.
- Visit websites of targeted companies and organizations to check for new job postings.
- Check the LCD Panels for announcements about recruitment events, on-campus interviews, career fairs and student organization happenings.
- See your career advisor if you feel lost or confused as to how to get started on your job search, or if you are considering a career change.

