

Frequently Asked Questions

Q. What is your location and normal office hours?

A. The Career Planning and Resources (CPR) Offices are currently opened at: Stafford Campus, located in the Learning HUB, Room 106 Monday – Friday from 9 a.m. until 1:00 p.m.; West Loop Campus in room 114-JP03.

Monday – Thursday 9:00 am - 4:00 pm; Friday 9 am – 1 pm; extended hours are available upon request.

Q. I don't attend Houston Community College but I would like to use the Career Planning and Resources Services.

A. Sorry. CPR Services are exclusively for the current and former students of HCCS. You must be currently enrolled or have formerly attended classes in the Houston Community College System. However, you may use any links on the Web site and ask to see any of our books on resume writing, the job search, etc.

Q. I am not sure what I want to do. I am interested in several careers--how can I determine what career/degree to pursue?

A. CPR Staff will assist you with identifying career and personality assessment tools.

Q. I am interested in employment with the Houston Community College System.

A. CPR does not handle employment opportunities within the HCCS system. You will need to contact HCCS Human Resources or log on to www.hccs.edu.

Q. I saw some jobs on your Student Job Bank site but they didn't list the employer contact information. How can I find out about applying for those jobs? Can I just come in and find out more about them?

A. No. You will need to register by completing the profile, upload a current resume, save and submit your information. A CPR Staff will review your documents, make suggestions for any needed corrections, and approve once documents are ready for employer review. This can be done by logging on to hccs.edu/current-students; [locate Southwest College link](#); [click on Student Registration](#); and complete a student profile.

Q. When can I meet with one of your CPR Staff if I have private concerns about my job search or need more individualized attention?

A. Job and career development services are primarily offered by appointment. To make an appointment, please call 713-718-7718 or stop by one of the office locations listed above.

Q. I am a full time student and I only have time for a part time job. Do you have jobs that will allow me to work around my class schedule?

A. Yes we do. Actually, most of our employers are rather flexible about a student's days and hours of employment. Many of our listing employers want to hire students part time.

Q. I am a full time student but my spouse was recently laid off. Can I use CPR Services to help my spouse find work?

A. If your spouse currently attends or formerly attended classes at HCCS, we can certainly help.

Q. Can you find me a job?

A. Yes and No. CPR's goal is to empower students with job search skills that will last a lifetime. Therefore, we teach students how to effectively job search and how to use the resume as a marketing tool. CPR actively send resumes of students (who have been activated) to employers who are seeking to fill immediate job openings. We can help you refine your document, work on your career or job search strategies, and help you find examples of effective cover letters. We will also direct you to local job fairs, offer coaching, workshops, mock interviews, as well as provide a library of resource books, web sites, and additional materials designed to make you a better candidate for employment. Keep in mind, this is a team effort, and you'll have to do your share of the work.

Q. I don't have a resume, will you write one for me?

A. CPR is not a resume writing service; however, we will assist students with refining their resumes. For those who do not have a resume, CPR provides a detailed Resume Worksheet that will help students pull together their educational, work and skills history. Students are then given frequently used templates which will allow them to organize this information into a resume. Resume workshops are held throughout the year at all Southwest College Campuses. Students are urged to register with CPR to receive notices of workshop dates or go online to Career Planning and Resources for Southwest College to view the calendar.

Q. When are your Career Fairs held?

A. The Career Planning and Resources Office sponsors various career fairs during the academic year. For specific dates and information come by our office around mid-August to obtain a Career Fair calendar for the upcoming academic year.