



Cengage Unlimited includes access to the Career Center—providing career assistance and soft skills development to aid student-subscribers as they transition from college to career. The Career Center includes activities and resources that help students develop employability skills, explore their career options and more.

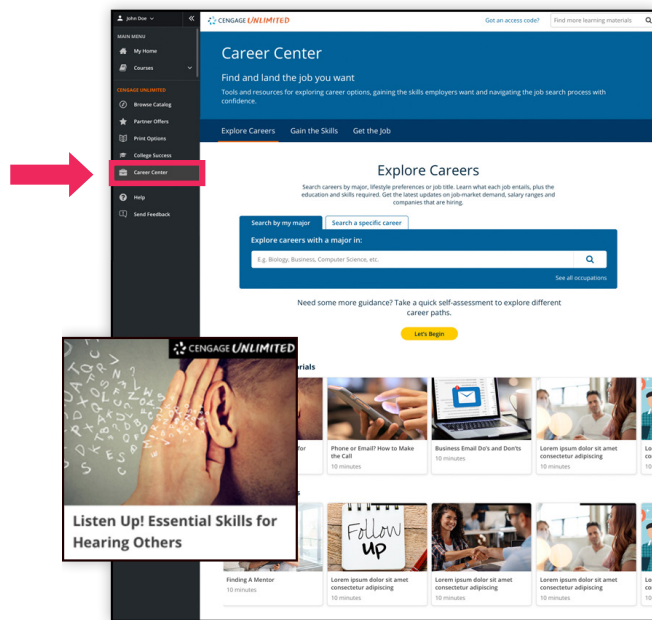
How to View and Launch Career Center Activities:

INSTRUCTORS

- Log in to your Instructor Resource Center
- Click “Cengage Unlimited Student Experience” (available August 2019)
- Click “Career Center” on the left-hand side

STUDENTS (Students must have a Cengage Unlimited subscription)

- Log in to your [cengage.com](https://www.cengage.com) account and click “Career Center” on the left-hand side of your dashboard
- You can also view activities in the bottom left-hand “Recommendations” section



The following topics are available.



Career Planning



Communication



Critical Thinking



Interpersonal Skills



Interviewing



Job Search



Networking



Professionalism



Resume, Cover Letter, and Portfolio

For a full listing of our activities, check out the next page.

AVAILABLE TOPICS IN THE CAREER CENTER WITH CENGAGE UNLIMITED



Career Planning

- Career Planning Steps
- Career Type, Not Position
- Checklist of Transferable Skills
- Describe Your Ideal Lifestyle
- How S.M.A.R.T. are Your Goals?
- No Experience? No Problem
- Setting Goals to Guide Your Career Path
- The Five Cs (Creative Thinking, Critical Thinking, Communication, Collaboration, and Character)
- What are MY Five Cs?
- What are MY Transferable Skills?
- What are Transferable Skills?



Communication

- Audience, Purpose, Occasion
- Beyond Slide Decks
- Business Email Do's and Don'ts
- Communicating with Your Boss
- Listen Up! Essential Skills for Hearing Others
- Phone or Email? How to Make the Call
- Preparing to Write



Critical Thinking

- Making Time to Problem-Solve
- Using Past Experiences to Solve Problems Today



Interpersonal Skills

- 4 Simple "People Skills"
- Collaborate in Effective Teams
- Collaborative Decision-Making
- Communicating with Empathy in the Workplace
- How to Lead a Meeting
- Leadership in a Diverse World
- Leading Effective Meetings
- Nice People Finish First
- Nonverbal Communication



Interviewing

- After an Interview
- After the Interview: How to Follow Up
- Before the Interview
- Craft the Story of You
- During the Interview
- Great Job Interview Questions YOU Should Ask
- Interview Pregame
- No Gum, No Phones, No Slouching



Job Search

- Finding the Perfect Internship
- How to Find the RIGHT Job Openings
- Learn About Potential Employers
- What to Do When You're Unemployed



Networking

- Building Your Network
- Finding a Mentor
- Identifying Your Network
- Somebody Who Knows Somebody
- Tap the Hidden Job Market



Professionalism

- Creating a Personal Development Plan
- Demonstrating a Professional Work Ethic
- Demonstrating Humility
- Demonstrating Initiative
- Demonstrating Work Place Etiquette and Sound Judgement
- Get Organized – And Stay That Way!
- Good Agendas Make Good Meetings
- How to Learn on the Job
- Juggling! Managing Multiple Projects at Once
- Making the Most of Meetings
- Setting Priorities
- Tame Your Inbox with the "Touch it Once" Rule
- The Basics of Project Management
- Use Deadlines to Keep Yourself on Track



Resume, Cover Letter, and Portfolio

- Fine Tune Your Cover Letter
- Get Linked In with a Stellar LinkedIn Profile
- Make Your Case with a Great Cover Letter
- Make Your Online Application Stand Out
- Resume Checklist
- Rock Your Resume
- Using a Portfolio
- Who Are You? Building a Personal Brand