

Our Services

Career Planning

- Self-discovery
- Career Exploration & Research
- Personalized Action Plan
- Preparation

Employment Support

- Resume and Cover Letter Critiquing
- Mock Interview Sessions
- Job Search Workshops
- Job Postings
- Internships
- Internet Use for Job Searching
- On Site Employer Visits

Transfer Opportunities

- Transfer Guides to Virginia colleges
- College Catalogs and Applications
- Electronic Applications
- College Day in the Fall
- On Site College Visits at Reynolds

J. Sargeant Reynolds Community College
Office of Student Affairs
Career, Employment and Transfer Centers
Post Office Box 85622
Richmond, VA 23285-5622

J. Sargeant Reynolds Community College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools—1866 Southern Lane, Decatur, Georgia 30033-4097; (404) 679-4501—to award the associate degree.

J. Sargeant Reynolds Community College is an equal opportunity, affirmative action institution providing access to educational and employment without regard to age, race, color, national origin, gender, religion, sexual orientation, veteran's status, political affiliation or disability.

Locations:

Downtown Campus
Room 164A
Phone Number – (804) 523-5970

Parham Road Campus
Building B, Room 210
Phone Number – (804) 523-5062

Western Campus
Phone Number – (804) 523-5062

Hours:

Monday-Thursday: 8:15 a.m. - 5 p.m.

Friday: 8:15 a.m. - 3 p.m.
Please call for an appointment.

Contacts:

Robin Beale, Career Counselor
Parham Road Campus & Downtown Campus

Twandra Lomax-Brown, Specialist
Parham Road Campus

Vicki Bruce, Specialist
Downtown Campus



Career, Employment, and Transfer Center



your

dreams are closer than
you think at Reynolds...
The Opportunity College

Career Planning

Career planning is a simple process that can help people decide on a curriculum, or what career to pursue. Knowledge of the process is helpful and can give you an edge over people who do not take charge of their career planning. Career planning is not only for students but also for professionals looking for a career change or for individuals looking for something to do in retirement.

The staff of the Career, Employment and Transfer Center is prepared to assist you through the career planning process. The career planning process is the following:

- 1) Career Exploration – Identifying and understanding your values, interests and skills. The CPT Center has several tools available that can assist in assessing your interests and values.
- 2) Career Research – Identifying and exploring your career options.
- 3) Plan of Action – Developing a plan to move from where you are today to where you want to be in the future.
- 4) Preparation – Acquiring additional skills, knowledge and education needed for your new career.

Appointments are necessary for individualized career planning services. A college application has to be on file with the intention of enrolling to obtain services.

Employment

Employment opportunities are posted on Reynolds website. You can view local job listings and even send electronic resumes by visiting our employment website at www.collegecentral.com/reynolds.

The first step in employment preparation is to prepare for a job search. After you have decided what type of job or occupation that you desire, you

need to develop a resume that “speaks to” that particular occupation. The resume is a very important piece in the job search process. The primary purpose of the resume is to help you obtain the interview.

The interview is your opportunity to sell yourself to the company and for the company to sell itself to you. There is much preparation necessary to make sure that you have good and memorable interviews.

Each semester, the staff presents employment workshops to provide students with effective resume writing and interview skills. In addition to the workshops, individual assistance is available. The Internet is also available for career and job search exploration in the Career, Employment and Transfer Center.

Appointments are required for individual assistance with resume writing or interview skills.

Transfer Opportunities

The college offers programs that lead to the Associate in Arts (AA) degree or the Associate in Science (AS) degree. These programs are designed for students who plan to complete the freshman and sophomore years of college work at the community college level and then transfer to universities and four-year colleges. Each university has requirements for baccalaureate programs.

The college has articulation agreements for specific academic programs with many universities and colleges. If you follow the stipulations of the agreement, your associate’s degree has complete transferability of all credits. A student transferring prior to the receipt of the AA or AS degree is not assured of such status. The Career Center’s staff is available to assist students in meeting transfer requirements and providing information about articulation agreements established with the senior institutions.

In addition, college and university catalogs, career books, applications, and transfer guides are available in the Career Center.

