



Career Services

NEWSLETTER

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June is Effective Communications Month!

If you follow us on social media, you've likely seen at least one post with tips on effective communication. If you don't follow us on social media, you're missing out on lots of great career advice! Career Services promotes the eight National Association of Colleges and Employers (NACE)-recommended career readiness competencies. The competencies include career and self development, **communication**, critical thinking, equity and inclusion, leadership, professionalism, teamwork, and technology. NACE defines competency in communication as being able to "articulate thoughts and ideas clearly and effectively in written and oral forms to persons inside and outside of the organization. The individual has public speaking skills; is able to express ideas to others, and can write/edit memos, letters, and complex technical reports clearly and effectively." Research by NACE also shows that communication is one of the top three skills missing among the post-graduation workforce. So how can you improve your communication skills? Here's a few tips:

- Aim for clarity
- Be mindful of nonverbal communication
- Practice public speaking
- Speak slowly & clearly
- Be concise
- Practice creative, business, and technical writing
- Work to understand other communication styles

Follow us on social media for more career advice!
You can find us on FB, Twitter, and IG!

We're Open Through Summer!

Appointments & Walk Ins- Career Services encourages you to stop by our office, located in Building 1, Room 220 of the QC Campus, right between the bookstore and the library. We take both appointments and walk-ins, depending on what works with our schedules. We can also do Zoom or Teams appointments with students located at East campus!

Free Career Preparation Resources

Career Coach

Have you visited [Career Coach](#)? Career Coach connects you to academic programs at Black Hawk College and provides the information you need to help in your career decision process. Visit bhc.emsicc.com to take the career assessment, build a résumé, explore careers, and explore BHC programs!

College Central

If you haven't already, check out our online job board, [College Central](#)! You can upload your résumé, search for jobs or internships, build an online career portfolio, and have access to career advice, articles, and podcasts.

Big Interview

Need help with interviewing skills? Visit [Big Interview](#)! Sign up today using the organization code **0542!**

Stay tuned for our fall semester events!