

# CENTUREON INSTITUTE

*The School of the People®*

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## Career Services

The Office of Career Services at Centureon Institute is dedicated to supporting our students. We make initial contact with all new students during orientation to ensure they are aware of the resources available to them. Our services include career guidance, employment advice, job search training, and matching students with job opportunities that align with their program of study and individual profile. We assist students with crafting resumes, preparing for interviews, improving presentation skills, and leveraging social networks to enhance their prospects for employment.

To better support our students and graduates, we offer several initiatives aimed at enhancing their job search efforts. The Career Services Department provides the **OPEN FUTURE** kit, containing resources such as "Practical Tips for Creating Your Work Resume," "Practical Tips for Your Job Interview," and "Practical Tips for Job Searching on the Internet." This kit also includes personalized resume creation and access to the **(800)-OPEN FUTURE** messaging service for weekly job alerts in the job field.

Additionally, we emphasize the importance of a strong resume through our **READY RESUME** initiative, helping students understand the significance of professional presentation in job applications.

Our Career Services Office, located conveniently in the school's main office, is accessible for appointments or walk-ins. While we don't guarantee employment, we ensure compliance with placement regulations and offer support to empower students in their job search journey.

For inquiries, please contact us using the following information:

Career Services Representative:

Yeilyn Plasencia

Phone: 800-673-6388

Email [placement@centureon.edu](mailto:placement@centureon.edu)

**CENTUREON INSTITUTE** Administrative and Student Services Office Hours

9:00am – 6:00pm Monday through Friday

9:00am – 6:00pm Saturday (by appointment only)

During these hours our administrative staff is available to assist prospective students, as well as current students.