

Career Services for Penta Career Center Students and Staff

Mission: The Career Services Office is dedicated to helping students explore career possibilities and learn how to market their skills and related experiences to employers and post secondary institutions.

Placement Services

Internships, Co-ops, and Early Placement

“School-to-Work” experiences have become a leading recruitment tool used by employers today. The Career Services Coordinator will assist career tech instructors and students with identifying appropriate sites in the community for those students who qualify.

Resume Development

Penta hosts the **OCIS internet site** which has a resume building component. English teachers and career tech instructors assist students with the development of a personal resume. The Career Services Coordinator can be consulted regarding the role of resumes and cover letters in the hiring process and can help develop or offer a “critique” of a student’s personal documents.

Mock Interviews

It is important to know what to expect in an interview and to be able to practice interview skills to gain the confidence to “put your best foot forward” in an actual interview. Students preparing for club skill competitions, for early placement, or for an actual job interview may schedule an appointment for a mock interview

“Job Board” - Part Time & Seasonal Employment Opportunities

Students interested in finding part time and seasonal jobs should periodically check the JOB BOARD display case - located in the commons on the same wall as member school announcements (between the elevator and stairwell).

Career Exploration

Career Services has identified and assembled resources - books, articles, media, websites, assessments, etc.- which can be made available to staff and students for career exploration.

Contact Information:

Marshall Wolf, Career Services Coordinator
Student Services Office, Room 1103B
419-661-6372 (office), 419-661-6373 (fax)
mwolf@pentanet.k12.oh.us