

Schedule Your Career Counseling Appointment for a Career Check-in

Make sure to meet with a career advisor to discuss choices and issues. The advisor will likely ask about your career background, interests, coursework, and related aspects that affect career decision making. This is to ensure a good understanding of your unique situation.

Complete a Career Assessment with a Career Advisor

Assessments assist in identifying your interests, skills, and work values. Once you have had an initial intake appointment with a career advisor, there will be several types of assessments made available to you.

Get involved in your campus community: volunteer, join clubs

Getting involved may help you explore career and personal interests, earn great recommendations for future employment, develop marketable skills, build your resume, and increase your self-confidence.

Networking

Begin identifying and developing your personal and professional networks by getting to know your classmates and the CUNY faculty. Build your professional network by attending events (info sessions, industry panels, career fairs).

Practice networking, interviewing, and other professional skills by attending workshops offered at the Career Services Department or the CUNY EDGE office.

Develop a Pitch

Having a prepared “sales pitch” that describes your occupational target or career goal will help you begin an effective conversation with new professional contacts. Be sure to include where you are now (degree, program, year in college), where you have been (career-related, leadership, part-time work experience), and where you are going (future goals).

Create a Resume and Cover Letter

Resumes prove that you are qualified for the position. Having a great resume that outlines your strengths, skills, career goals, and interest in a particular career field is essential.

Start Thinking about Internships

What would you like to learn from an internship? Where and when would you like to do it? How would it fit into your academic schedule? If you are in the HRA WSP, you will have the opportunity to be placed in a part-time on/off campus employment in your field(s) of interest.

Career Exploration

The best way to learn what it is really like in a particular career field is through research. This can be done in two ways: online resources and informational interviewing (talking to people in the field). Learn about your industry! Familiarize yourself with industry resources, including trade sites, professional organizations, and events (e.g. conferences).

Participate in service learning opportunities, volunteering, or job shadowing in your field of interest. You will not only learn about the field; you will also strengthen your professional skills and will have additional experience for your resume.

Seek career-related experiences during the winter, spring, and summer breaks to gain hands on experience.

Career Portfolio

A career portfolio is a representation of your abilities, skills, capabilities, knowledge and qualities, and documents the scope of your experience and training. Your career portfolio should include a resume, cover letter, professional references and work samples.

Create a LinkedIn Profile

More than 75% of new hires are identified through professional networks. Joining LinkedIn and connecting with industry-related groups will give you access to those networks.

Conduct informational Interviews

Talking to people who are currently in positions and career fields that interest you is one of the best ways to gain valuable career information. The Career Services Office has resources to help you complete this step, using LinkedIn and the Alumni Association Network.

Develop Your Target List

Targeting employers and programs puts you in full control of your search. Think about those employers for whom you would like to work or programs and institutions you would like to attend. See if they have experiential opportunities/internships, and apply early. Deadlines come early for the best opportunities!

References and Letters of Recommendation

It's important to be prepared with a list of employer references who can attest to the skills and qualifications you have for the job you are applying for. Plan and get your references in order before you need them.

I got the Job! Understand Financial Matters and Benefits

Before making any decisions about your first job, be sure to explore and define your financial needs related to the job so you can learn how to negotiate an offer, weigh multiple offers, and other salary and benefit-related skills.