

Services and Resources for CALS Students

We offer a variety of services for both **undergraduate** and **graduate** students which we hope you will find both comprehensive and valuable. They are based on four primary goals:

- 1) To help you explore options and to make job/career choices that will be satisfying to you as a unique individual;
- 2) To help you implement your plans once you have identified attractive options;
- 3) To provide you with valuable job search and career planning skills which will be useful throughout your career; and
- 4) To provide our services in a friendly, helpful manner and to remain responsive to your needs.

Resume Critiques - Once you have attended a resume workshop or watched our power point presentation, you may schedule a critique. We'll help you to write resumes that are second to none! Call or stop by to schedule an appointment. A notebook of examples is also available.

Practice Interviews - A great way to improve your interviewing technique. A trained Peer Advisor will role play the interview process with you (videotaped interviews can be arranged). Stop by to schedule an appointment, as a copy of your resume and a short questionnaire is required initially.

Counseling and Advising - Our trained counselors and advisors reserve a portion of their time each week to meet with students on an individual basis to discuss career and job search plans.

Self-Assessment Tools - Sometimes people find it useful to supplement career counseling by taking one of several self-assessment tools. In general, self-assessment tools help you identify and organize your skills and interests to see how they relate to various careers. The SkillScan Professional Pack, the Campbell Interest & Skill Survey and the Self-Directed Search are three of the interest inventories available in our office. Values Driven Work is a card sort that can help you evaluate what is important to you in a job. The Myers-Briggs Type Indicator is also available to help you assess personal preferences and how they relate to your career. Talk with our counselors about what would be appropriate for you.

Drop-in Hours - Our staff reserves several hours of their time each week to meet briefly with students (up to 15 minutes) to answer quick questions, critique cover letters and second-draft resumes (first critiques are by scheduled appointment), or offer individual job search/career exploration assistance. No appointment is necessary. Hours are posted in our office, on our website, and on career boards in the academic departments.

Cornell CareerNet – Take the tutorial and register to access and receive correspondence about career-related events, summer job and internship postings, full-time job opportunities, on-campus recruiting and alumni mentor network. To register for Cornell CareerNet, enter through the Cornell CareerNet login logo on the CCS homepage (www.career.cornell.edu) and complete your student profile.

On-Campus Recruiting - Over 150 employers conduct 1200+ interviews for CALS students through our office and Cornell Career Services Office in Barnes Hall in a typical year. There are different possibilities for each major and, while most options are for seniors, there are also a good number of interviews for summer positions each recruiting season. Check in our office at the beginning of the fall semester for detailed information and visit our web site. Completion of the Cornell CareerNet tutorial is required to learn how to use this service to your best advantage.

Job Search Talks - A series of informative talks will be offered and repeated during the Fall and Spring semesters. Check our website at <http://www.cals.cornell.edu/cals/current/career> for a list of these talks. Topics covered include resume writing, summer internship/job search, interviewing, and corresponding with employers. Some of these talks are also available to view on DVD during office hours.

Alumni Career Link - Most of our students and alumni obtain their jobs through networking. This on-line service will assist you in networking with several hundred CALS alumni. The service provides assistance with exploring careers, networking for internships, summer jobs, and full-time jobs, and researching graduate schools. Stop by our office or visit our web site to try out Alumni Career Link.

Career Library - An up-to-date collection of materials and web links pertaining to every major in the College. Descriptive career books, employer information, periodicals and web sites reference various career paths, employer contacts, salaries, job/internship search techniques, and graduate school information. Materials are searchable by keyword or academic major on-line at: <http://ccsweb.career.cornell.edu/Library/search.htm>

Ready Reference Sheets - A series of color-coded handouts that provide information on career planning and job search topics, including how to perfect your resume and cover letter.

Select Internship Files - Our files of over 500 carefully selected internships provide options for every CALS major. Internships are very important for juniors, sophomores and freshmen. Additionally, many students accept internships after graduation as a way to gain additional experience and to build their network of contacts. You can view them online at <http://internships.cals.cornell.edu/>.

Job Postings - An extensive number of single job vacancies are posted on-line through Cornell CareerNet, in addition to many job postings housed in our office at employers' requests. We also subscribe to many monthly and biweekly job bulletins, some of which list internships and summer jobs, too. All listings are kept in notebooks in our career library and are labeled by employment field.

CALS Jobs, Internships and Events - An electronic newsletter posted weekly on our website. Through e-mail, you will receive notification each week about the newest edition of this publication which contains updates on our activities and services and other useful information, particularly relating to the search for internships, summer jobs or full-time employment.

Check out the CALS Career Development Office located in 177 Roberts Hall! You'll find great information, terrific services, and helpful staff.