

Services for Alumni

The services described below and on-line at www.cals.cornell.edu/cals/current/career/ are presented as an aid to the alumni of the College who may be seeking career assistance. We think you will find them to be both comprehensive and valuable. Please let us know how we can help you!

Alumni Career Link (ACL)

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, seeking employment, and researching graduate/professional schools. ACL is accessible through our office or on the worldwide web (see URL below). Stop by our office or call us for more information!

Job Search Materials

We publish a series of handouts that provide information on career planning and job search topics, including resume writing, cover letters, and interviewing. You may pick up a set in our office or view them on-line at: www.cals.cornell.edu/cals/current/career/.

Job Postings

We maintain an Alumni Job Postings website at www.cals.cornell.edu/cals/current/career/alumni/alumni-job-postings. This site includes job openings from employers who have specifically requested to have their positions advertised to CALS alumni. From our homepage, you may also link to additional websites with job listings that are related to CALS majors.

An extensive number of single job vacancies are also 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.

Individual Assistance

Our trained counselors are available by appointment to discuss career and job search plans with CALS alumni, either in person or by phone. They are qualified to administer various interest inventories that may further facilitate the career counseling process. This option can be discussed on an individual basis.

Career Libraries

The College of Agriculture and Life Sciences Career Library, 177 Roberts Hall, and the Cornell Career Services Library, 103 Barnes Hall, are open to all Cornell students and alumni.

Descriptive career books, employer information, periodicals and web sites reference various career paths, employer contacts, salaries, job search techniques and listings, as well as graduate school information. Materials are searchable by keyword or academic major on-line at:

<http://ccsweb.career.cornell.edu/Library/search.htm>, and the CDO library can be accessed during office hours, 8:00 am to 5:00 pm, Monday through Thursday, and 8:00 am to 4:00 pm on Friday.

Job Search Workshops

The CALS Career Development Office and Cornell Career Services in Barnes Hall sponsor a number of late afternoon workshops and presentations during the academic year. Topics include skills identification, resume writing, cover letters, summer internship and job search methods, interviewing, career decision-making, applying to graduate school, etc. A current schedule of programs and dates is available on our website and at: **www.career.cornell.edu**. Some of these presentations are also available to view on DVD during office hours.

Special note: Many of our alumni use our services to identify and contact potential employees. Please contact us if you need people for full-time or summer employment, or if you are willing to host a student for a day during winter or spring break.