

Career Services

www.cortland.edu/career

The staff at SUNY Cortland Career Services is dedicated to providing high quality career counseling assistance to students, alumni and community members with an emphasis on the development of lifetime skills that lead to successful career and educational choices.

Comprehensive services include:

*** Counseling and Testing Services-**

professional assistance with career choices, job search and education opportunities including aptitude testing and career/interest inventories

*** Career Resource Library-**print, video, job search and computer/web based information on career choice, occupations, relocation, scholarships, graduate and professional schools, certification issues, professional testing requirements (ATS-W, LAST, CST, GRE, GMAT, LSAT, etc.), internships, and volunteer opportunities.

*** Workshops-**workshops focusing on resume writing, cover letter development, interviewing, job search, internships, graduate school, credential files, volunteer opportunities, and internet job search are offered multiple times each semester; in the late afternoon and evening.

*** Job Search Tools-** JobConnect, an in-house job search database for students and alumni available online; hard copy job listings are available in the Career Resource Library; Quietword, an online service allowing employers a chance to find employees

*** Student Employment Services-**offering assistance with part-time jobs and summer positions

*** Internship and Volunteer Office-**

individualized assistance with identification and application to a variety of local, regional, national, and international experiential opportunities

*** Credential File Office-**

accurate, timely, transmission of letter of recommendation for job search and graduate school admission; service is available to all SUNY Cortland undergraduate students, graduate students (including CAS candidates) and alumni (\$)

*** Recruitment/Career Exploration Events-**

Teacher Recruitment Days, SUNY Career Development Organization Job Fair, Career Expo, Grad School Day, Summer Employment/Camp Fair, career oriented guest lecture, dining etiquette programs, individual on-campus recruiter visits, etc.

*** Annual Graduate Survey-**detailed collection of student reported information about academics, students life and career/employment issues

*** Consulting and Workshop Services-**

trained professionals will provide consultation and assistance with a wide variety of issues including experiential education and assistance with a wide variety of issues including experiential education program development, job search process (including resumes, cover letters, and interviewing), school-to-work, teacher certification issues, graduate school selection and application, professional testing and volunteerism

*** Career Technology-**

Job Connect-a searchable, web based job-listing service with hundreds of jobs! Update regularly, this service is free to all SUNY Cortland students and alumni. AOL Instant Messenger-you can now use IM to contact a career counselor about questions, etc. FOCUS-online career and interest survey. Career Services Web Site-full of helpful information including links to our many services

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