

CAS Credential Files

Certificate of Advanced Studies (CAS)

Your credentials are the official reference files established and maintained by you and Career Services to support your current and future employment applications. Recommendations are chosen and requested by you to reflect your responsibilities, accomplishments and skills for future career positions.

Your file is forwarded to prospective employers at your written request or at the written request of the employing institution. Letters may be added to your file at any time. Credential files must be kept up to date: when you change employment or responsibilities, new current letters should be submitted. All materials in your file should be professionally prepared: typed, error free, and attractive to the reader.

Payment of \$60.00 activates your file for one calendar year or 20 mailings, whichever comes first.

All requests for credentials must be in writing with complete mailing address and zip code. Please include your address, identification number or social security number and telephone number so that we may contact you if necessary.

CREDENTIAL FILES CONSIDERATIONS

RESUMES

At no time will Career Services send copies of your resume. We assume that you are continually updating that resume to reflect your additional achievements and accomplishments.

REFERENCES

A minimum of three references is recommended: candidates are encouraged to acquire more letters, allowing the candidate to select appropriate letters for each district to which the file is mailed. Recommendations (up to 8 letters and the CAS intern sheet) will be sent to any employer. Letters of recommendation may be obtained from any professional associate but should, in summation, reflect a balance of strengths and accomplishments for each position. When you request written references, it is important to discuss the purpose of the recommendation and whether the writer can support you in his/her letter. Follow that discussion with a thank you letter to the writer; include your resume, highlight your discussion: this will aid the writer in his/her task of supporting your candidacy.

TRANSCRIPTS & CERTIFICATION DOCUMENTS

Transcripts are an official document obtained only with a written request to the Registrar's. Career Services will not send any transcripts or copies of certification documents (e.g. Certificate of Qualification). It is suggested that candidates make multiple copies of these documents - unofficial copies may be sufficient for initial employment applications.

CONFIDENTIAL VS. NON-CONFIDENTIAL

Pursuant to Public Law 93-380, references written on or after January 1, 1975 are open for inspection by the candidate unless that candidate has waived right to access. If a letter, or all letters, include a signed waiver of right of access, you may not see the information that was provided; this is a permanent decision.

A confidential or non-confidential file is your personal choice. Individuals concerned are invited to consult with Career Services staff. However, at the time a request for a letter of recommendation is made, **all** individuals are strongly encouraged to discuss the contents of letters with the writer and to make sure both the writer and the candidate are comfortable with the information to be written.

CAREER SERVICES AVAILABLE

- Career Services welcome CAS candidates and graduates to all of its facilities. The Career Library contains extensive information on openings, specific districts, further education as well as alternative careers. Names of superintendents and addresses of all US school districts are available to you. Workshops are provided on all job search skills including resume writing, interviewing, cover letters; resume and cover letter critiques are available on an ongoing basis. Additional services include a computerized guidance system and educational job search manuals.



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www.cortland.edu/career