



Four Years to Career Success and Services that Make it Happen

INDIVIDUALS INSPIRED | ALFRED UNIVERSITY

SERVICES TO STUDENTS

Career Resource Library

We have a career library stocked with information on internships, graduate schools, and four computers with web access and a laser printer for students to use for their career needs.

Resumes on the Web

Post your resume online via the Saxon JobLink. Your resume will be on-line for employers to review or to apply for job postings. See our "Find a Job" web page for instructions on how to register with Saxon JobLink.

Saxon Career Volunteer Network

AU alumni are available for career advice and mentoring. Ask us for a list of alumni in your career field and/or geographic area.

On-Campus Recruiting

You can sign up for interviews through the Saxon JobLink or contact the Recruiting Coordinator for more information. About 100 companies recruit at AU each year.

Internships & Co-ops

Internships and co-ops will give you the practical, hands-on experience you need to be competitive in the job market. Meet with a counselor or advisor to learn about available resources and start your search.

FIRST YEAR:

- Make an appointment with a counselor to discuss your general career/life goals, especially if you're undecided about your future
- Work with a counselor to discuss possible majors of interest, or what you can do with the major you declared
- Take career inventories to clarify your personality, strengths and career interests
- Begin your first resume -you will thank yourself later!
- Pick up all our handouts and familiarize yourself with some career planning basics
- Spend some time in our career library browsing through books on careers you might be interested in
- Become familiar with our website at <http://www.alfred.edu/cdc/> - you'll be using it frequently

SOPHOMORE YEAR:

- Meet with a career counselor to develop some short- and long- term goals for the remaining time at college
- Attend the Career Fair and Graduate School Fair to get ideas of your options after you graduate
- Schedule a meeting to begin planning for a co-op or internship in your field of study
- Get involved with clubs and organizations to develop your leadership skills
- Attend the CDC's Interviewing and Resume seminars to get an overview of what's coming up
- Enroll in elective courses that will give you the skills employers are seeking (language, computer, communication, international business, web design, etc.)
- With a counselor, explore the career options in the majors you're considering
- Post your resume on Saxon JobLink, our on-line resume bank

JUNIOR YEAR:

- Meet with a counselor to research more thoroughly the occupation(s) you're considering
- Update your resume and have it critiqued through our 24-hour critiquing service
- Gain supervisory experience through team leadership,

Credential Files

Set up a file for your letters of recommendation and we'll send it to employers and/or graduate schools at your written request. Education majors and Pre-Med students, as well as any grad-school-bound student, should take advantage of this service.

Special Events

Each year the CDC offers annual, large-scale events including the Engineering Career Fair, Graduate School Fair, Internship Fair, Meet the Accountants, Alumni Networking Nights, and more.

Resume and Cover Letter Development

Whether it is your first or final draft, the CDC can help construct or fine tune your resume and cover letter using one-on-one appointments, walk-in hours or our 24-hour critiquing service.

Career Counseling

Career counselors are available for assistance with selecting a major, choosing a career path, searching for a graduate school, getting the perfect first job, and much more. Free career testing is also available; we use the Strong Interest Inventory, the Meyers-Briggs Type Indicator, and others.

Contact us:

Phone: (607) 871-2164
Fax: (607) 871-2791
Email: cdc@alfred.edu
Web: www.alfred.edu/cdc

Hours:

8:30 am – 4:30 pm
Monday through Friday

Walk-in and I.M. hours:

1:00 – 4:30 Tues., Wed., and Thurs.

- class involvement, or extracurricular activities
- Attend the Career Fair and Graduate School Fair
- Research graduate school options and pick up materials related to entrance exams
- Take the GREs, MCATs, or other required entrance exams in the Spring
- Work on finding your internship, co-op or summer job
- Make an appointment to learn how to use the Internet in job seeking
- Join professional organizations in your field, and find out how to network with professionals who can be great job sources
- Make an appointment to have a mock interview to sharpen your personal presentation skills
- Check with your advisor to be sure you're on track with graduation requirements
- Attend CDC seminars on Business Dining Etiquette, How to Work a Career Fair, and Graduate School Planning
- Update your resume on Saxon JobLink

SENIOR YEAR:

- Develop your portfolio of professional quality career-related projects and assignments
- Update your resume and repost on Saxon JobLink
- Attend all available special events (besides the Career and Grad Fair, the Rochester Area Career Expo, Human Services and Criminal Justice Night, Teacher Recruitment Day, etc.)
- Be a regular at the CDC so we think of you when we hear of available openings
- Set up your credential file and begin collecting letters of reference
- Perfect your interviewing skills and take advantage of on-campus recruiting
- Develop a great cover letter to include with your resume
- Schedule an appointment to discuss salary and benefit negotiation, transition to the real world, and business etiquette dining
- Research companies or grad schools using our computer resources
- Network with professionals in the field: Alfred alumni, job shadowing, information interviewing
- Design business cards for yourself
- Check the CDC webpage for our job and internship listings
- Plan to keep in touch after graduation, to mentor other students

The Robert R. McComsey Career Development Center provides career development and preparation to Alfred University students and alumni. We offer career counseling, experiential education, on-campus recruiting, web-based services, and special events. Utilizing these individual and personal services, students can develop, explore and express themselves through their ongoing career development process.

Revised 7/24/09