## The Office of Career and Professional Development
### Services and Resources

### Appointments
Undergraduate students can schedule appointments in EAB. Graduate students and alumni up to 5 years out can schedule appointments in Handshake. Appointment types include:

- Resume and cover letter
- Job or internship search
- Major and career exploration
- Networking
- Graduate school search and application process
- Personal statement review
- Practice interview
- Interview preparation

### Resume and Cover Letter Drop-Ins
Undergraduate and graduate students are welcome to come to our office for 15-minute resume or cover letter critiques. Trained Peer Career Advisors are available for undergraduate critiques, and professional staff is available for graduate critiques, Monday–Thursday 2–4 pm.

### Handshake
Below is a list of uses for Handshake. Access Handshake via https://albany.joinhandshake.com/login or the mobile app.

- Search for part-time, full-time, and internship employment opportunities on and off-campus
- View and RSVP for upcoming events and information sessions
- Upload professional documents for job and internship applications
- Research and network with employers of interest
- Utilize the on-campus interviewing program

### Learning about Yourself
Taking a self-assessment is a good place to start to explore careers. Self-assessments can take up to one hour and should be taken in a room with no distractions.

- **Focus 2** is a free assessment tool, it can be taken at any time, to recommend possible majors and careers
- If you would like to explore more assessments, contact career@albany.edu

### Career Exploration
- Candid Career: [https://www.candidcareer.com/ualbany](https://www.candidcareer.com/ualbany)
- CareerShift: [https://www.albany.edu/career/Careershift.shtml](https://www.albany.edu/career/Careershift.shtml)
- Occupational Information Network (O*Net): [https://www.onetonline.org/](https://www.onetonline.org/)

### Networking
- Linkedin: [https://www.linkedin.com/](https://www.linkedin.com/)
- UAlbany Career Advisory Network (UCAN): [https://ualbany.firsthand.co/](https://ualbany.firsthand.co/)

### Job and Internship Search
- CareerShift: [https://www.albany.edu/career/Careershift.shtml](https://www.albany.edu/career/Careershift.shtml)
- CollegeGrad: [https://collegegrad.com/](https://collegegrad.com/)
- Handshake: [https://albany.joinhandshake.com/login](https://albany.joinhandshake.com/login)
- Idealist: [https://www.idealista.org/](https://www.idealista.org/)
- Indeed: [https://www.indeed.com/](https://www.indeed.com/)
- Internships: [https://www.internships.com/](https://www.internships.com/)
- Linkedin: [https://www.linkedin.com/](https://www.linkedin.com/)
- VelvetJobs: [https://www.velvetjobs.com/](https://www.velvetjobs.com/)
- ZipRecruiter: [https://www.ziprecruiter.com/](https://www.ziprecruiter.com/)
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Interviewing
You can schedule an interview preparation appointment to discuss different types of interviewing or a practice interview with a Career Coach in Handshake. You can also practice virtual pre-recorded interviews with a variety of industries on Big Interview:

- Undergraduate and graduate students: https://albany.biginterview.com/
- Alumni: https://albanyalumni.biginterview.com/ (Organization code is: DAMIEN)

Utilize the following resources to research questions for specific positions or companies:

- Job Interview Questions: https://www.jobinterviewquestions.com/
- Glassdoor: https://www.glassdoor.com/index.htm

Graduate School Program Search
- The Graduate School at the University at Albany: https://www.albany.edu/graduate/
- Education USA: https://educationusa.state.gov/
- Grad Schools: https://www.gradschools.com/
- Grad Source: http://www.gradsource.com/
- Peterson’s: https://www.petersons.com/
- U.S. News Best Grad Schools Rankings: https://www.usnews.com/best-graduate-schools

Graduate School Exams
- GRE: http://www.ets.org/gre
- Graduate Management Admission Test (GMAT): https://www.gmac.com/gmat-other-assessments/about-the-gmat-exam
- Law School Admission Test (LSAT): https://www.lsac.org/lsat
- Medical College Admission Test (MCAT): https://students-residents.aamc.org/applying-medical-school/taking-mcat-exam/

Post Graduation Service Opportunities
- AmeriCorps: https://www.nationalservice.gov/programs/americorps
- City Year: https://www.cityyear.org/
- PeaceCorps: https://www.peacecorps.gov/
- Teach for America: https://www.teachforamerica.org/
- More opportunities: https://www.thebalancecareers.com/post-graduate-volunteer-opportunities-2059849