

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

Undergraduate 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 resume and cover letter critique appointments.

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
- CareerShift
- Occupational Outlook Handbook
- Occupational Information Network (O*Net)

Networking

- LinkedIn
- UAlbany Career Advisory Network (UCAN)

Job and Internship Search

- <https://career.albany.edu>
- Handshake
- CareerShift

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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 resource to research questions for specific positions or companies:

- Job Interview Questions: <https://www.jobinterviewquestions.com/>

Graduate School Program Search

- The Graduate School at the University at Albany
- Education USA
- Grad Schools
- Grad Source
- Peterson's
- U.S. News Best Grad Schools Rankings

Graduate School Exams

- American Dental Association (DAT)
- GRE
- Graduate Management Admission Test (GMAT)
- Law School Admission Test (LSAT)
- Medical College Admission Test (MCAT)
- Optometry Admission Test (OAT)

Post-Graduation Service Opportunities

- AmeriCorps
- City Year
- PeaceCorps
- Teach for America