

# The Office of Career and Professional Development Services and Resources

## Appointments

Undergraduate and Graduate students can schedule appointments in [EAB](#). 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 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](mailto: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