We offer a variety of services for CALS **undergraduate** and **graduate** students that are based on four primary goals:

1) To help you explore options and to make job/career choices that will be satisfying to you as a unique individual;

2) To help you implement your plans once you have identified options;

3) To provide you with valuable job search and career planning skills which will be useful throughout your career; and

4) To provide our services in a friendly, helpful manner and to remain responsive to your needs.

**Counseling and Advising** – Career advisors meet individually with students during scheduled 30 minute appointments to discuss career options and job search plans.

**Drop-in Hours** – Staff offer several hours each week to meet briefly with students (up to 15 minutes) to answer quick questions, critique cover letters and second-draft resumes (first critiques are by scheduled appointment), or offer individual job search/career exploration assistance. No appointment is necessary. Drop-in Hours are Tuesdays and Wednesdays, 9:30 – 11:30am and Thursdays and Fridays, 1:00 – 3:00pm when classes are in session during the Fall and Spring semesters.

**Self-Assessment Tools** – Sometimes it is useful to supplement career counseling by taking one of several self-assessment tools. In general, self-assessment tools help you identify and organize your skills and interests to see how they relate to various careers. The SkillScan Professional Pack and the Strong Interest Inventory are the two interest/skill inventories available through our office. The Myers-Briggs Type Indicator is also available to help you assess personal preferences and how they relate to your career. Values Driven Work is a card sort that can help you evaluate what is important to you in a job. Talk with our counselors about what would be appropriate for you.

**CCNet** – You must create a profile to access information and receive targeted correspondence about career-related events, the Alumni Mentor Network, summer job and internship postings, full-time job opportunities, and on-campus recruiting. If you are a matriculated and currently enrolled CALS student in a degree seeking program, you can register for CCNet by completing the **required tutorial**.

**CALS Career Development Blog** – This [blog](https://www.cals.cornell.edu/college/career-development) brings you relevant and up-to-date career information such as upcoming events, scholarships and grants, who’s hiring, and relevant information regarding your education and experience at CALS.

**Career Library** – An up-to-date collection of print materials and web links pertaining to every major in the College. Descriptive career books, employer information, periodicals and web sites reference various career paths, employer contacts, salaries, job and internship search techniques, and graduate school information. Materials are searchable by keyword or academic major in the [on-line Career Library](https://www.cals.cornell.edu/college/career-development) and materials are available in Mann Library.

**Browse the new online CALS Destination site** to find out information about what students have done for internships, summer job, full-time jobs, graduate school, and more. You can search and find reports based on timing of job offers based on major, where students found positions geographically, what employers hired what majors, salary information, and much more.

**Alumni Career Link** – This network of 900+ CALS alumni have volunteered to provide CALS students with assistance exploring careers, networking for internships, summer jobs, and full-time jobs, and researching graduate schools. Visit our web site to explore [Alumni Career Link](https://www.cals.cornell.edu/college/career-development).

**Faculty and Staff Career Representatives** – Each of the College’s academic departments have career liaisons available to meet with students who are exploring career options. You can view the list of career represent-
The job bulletins are in notebooks in our career library and are labeled by employment field.

On-Campus Recruiting — Over 150 employers conduct 1200+ interviews for matriculated CALS students currently enrolled in a degree seeking program. Completion of the CCNet on-campus recruiting tutorial is required to register and learn how to use this service to your best advantage. Visit our website for detailed information.

Career Workshops — A number of late afternoon workshops and presentations are offered during the academic year. Topics include skills identification, resume and cover letter writing, summer internship and job search methods, interviewing, applying to graduate school, and networking. A current schedule of programs and dates is available at: www.career.cornell.edu. Some of these presentations are also available to view on DVD during office hours.

Resume Critiques — Once you have attended a resume workshop or completed our On-line Resume Tutorial, you may schedule a critique. Call or stop by to schedule an appointment. Sample resumes are available in the on-line Career Guide.

Cover Letter Critiques — Critiques are available through Drop-In Hours or by scheduled appointment. Sample cover letters are available in the on-line Career Guide.

Practice Interviews — An essential way to improve one’s interviewing technique. A trained staff member will conduct an interview with you and provide feedback. Videotaped practice interviews are also offered on a limited basis. A copy of your resume and completion of a brief questionnaire are required to schedule a practice interview.

CALS Specific Internships (CSI) — Over 650 carefully selected internships provide options for every CALS major. Internships are very important for juniors, sophomores and freshmen. Additionally, many students accept internships after graduation as a way to gain additional experience and to build their network of contacts. You can view all this through CSI online.

Job Postings — An extensive number of single job vacancies are posted on-line through CCNet. We also subscribe to many monthly and biweekly job bulletins, some of which list internships and summer jobs, too.