

Partner with Career Services for your programming

Below is a list of workshop we can deliver for your group. Each of these can be customized for the specific audience such as class year, major, diversity group, or career focus. To schedule a workshop email: nsimon@albany.edu. Please contact us 2 weeks before your event. If you would like us to create a new presentation please contact us 1 month in advance.

General presentations for all audiences

American Business Etiquette

Presenting a professional image is important at a new job or internship. Learn about dress, communication, email etiquette and other "cultural" topics.

Dining Etiquette

Young professionals often find themselves at formal dinners as part of their job or even as part of an interview. This presentation goes through the basics of dining etiquette and uses an amusing video to show the pitfalls of formal dining.

Graduate School

Should I go to graduate school? What is the right graduate school for me? How will I afford it? This presentation discusses these and other important questions.

How to Prepare for a Career Fair

Do you have your one minute commercial ready? Attend to learn what recruiters expect from you, as well as what you can expect from them!

Interview Skills

Do you know how to make that initial first impression a good one? Do you know how to keep answers from being too short AND too long? How about questions YOU can ask? Learn what recruiters are looking for and how to answer questions with ease and confidence!

Job and Internship Search Skills

There are MANY ways to go about finding a job or an internship. Attend to learn how, and to receive some hands-on help getting started.

Networking

Networking is still the best way to advance your career but people resist it because they feel it is false. Learn about effective ways to network for both short term and long term goals. This presentation covers the importance of building relationships, setting realistic goals, and networking on line as well as in person.

Resume and Cover Letter Development

Not sure how to compose a resume? Have one and wonder if it's high quality? This workshop will teach you how to create a powerful resume and effective cover letter.