



# Getting Started with The Office of Career & Professional Development

## CAREER / MAJOR EXPLORATION



### Get help making decisions on your major or career

- Learn about yourself through the Focus 2 self-assessment
- Access career advice from industry professionals, and see it all on video



## RESUME & COVER LETTER CRITIQUES



### Learn how to write professional documents

- Design targeted resumes and cover letters by using our handouts
- Make an appointment to have your documents reviewed by our Peer Career Advisors



CAREER AND PROFESSIONAL  
DEVELOPMENT

## JOB / INTERNSHIP SEARCH



### Make an appointment to search for internships & jobs

- Use Handshake to make appointments with our office, build your profile, and search for internships and jobs
- Find out how to use CareerShift to search for internships and jobs



## INTERVIEWING & NETWORKING



### Schedule an interview preparation appointment or start learning how to connect with people in your field

- Use Big Interview to practice virtual interviews
- Check out UCAN to connect with Alumni mentors in your field



Contact us at:  
[career@albany.edu](mailto:career@albany.edu)

Connect with Us!



@UAlbanyCareer