# C.W. POST CAMPUS

# **Career Services at C.W. Post**



Academic & Career Planning
Cooperative Education & Internships
Graduate & Alumni Career Services

Kumble Hall, 2<sup>nd</sup> Floor (516) 299-2746 or (516) 299-2251 www.liu.edu/cwpost/careerservices

#### **CAREER COUNSELING**

C.W. Post offers individualized career counseling to students and alumni in such areas as: choosing a major or career path, career planning, or making a career transition; understanding the job search process and using career resources; developing effective résumés and cover letters; and learning interviewing and networking skills.

## COOPERATIVE EDUCATION (CO-OP) & INTERNSHIPS

By integrating academic studies with professional work experience, students can develop essential job skills, build an impressive résumé, and identify potential career interests. Paid and unpaid job opportunities are available to students of all majors.

#### **CAREER ASSESSMENT**

Career assessments help you to identify your skills, interests, and values and to determine appropriate college major and career options. Career assessments may include the Myers-Briggs Type Indicator and the Strong Interest Inventory.

#### **JOBNET**

JobNet is C.W. Post's online job database and career information system for students and alumni. Search JobNet for full-time and part-time jobs, on-campus budget and Work-Study positions, and cooperative education/internship opportunities; activate a *Job Agent* and receive notification when jobs you want are posted; access an employer directory; and learn about career events and other special programming. Access JobNet at www.liu.edu/cwpost/jobnet

#### **E-RÉSUMÉ CRITIQUES**

Send your résumé as an MS Word or .rtf attachment to **resumes@cwpost.liu.edu**. A counselor will have your critiqued résumé back to you within 24-48 hours (possibly longer during holidays, weekends, or seasonally busy periods).

#### **MOCK INTERVIEWS**

Meet with a career counselor for a practice interview and get helpful hints to improve your skills.

#### **STUDENT SUCCESS WORKSHOPS**

Students can participate in group workshops that focus on résumé writing, interviewing, and the job search process.

#### CAREER FAIRS AND CO-OP/INTERNSHIP FAIRS

C.W. Post does its best to bring employers to you! Several career and co-op fairs are hosted each year in which a variety of organizations promote full-time, part-time, and internship work. See JobNet for event announcements.

## **ON-CAMPUS RECRUITMENT EVENTS AND RÉSUMÉ COLLECTION**

Employers may call and request a date to interview pre-selected students on campus, or request a packet of students' résumés who are interested in a reported job. Register with JobNet to access and receive information about these opportunities.

#### **NETWORKING OPPORTUNITIES**

Networking events give you a chance to connect with students, alumni and employers, improve your business communication skills, and make valuable contacts with professionals in the field. See JobNet for event announcements.