

CAREER ADVISING & COUNSELING SERVICES FOR STUDENTS

GETTING STARTED AT THE CDC

A Career Open House in the fall provides seniors, juniors and sophomores with the broad range of resources required to engage successfully in the world of work, whether that includes externships, job and internship searches or exploring graduate studies. *** In the spring, first-year students are introduced to a broad overview of the CDC and its resources, including early exposure to the Externship Program. *** In addition to walk-in and scheduled advisement on recruiting, resume and cover letter writing, interviewing preparation, and career exploration, a 4-session noncredit career planning class called **Jumpstart** is available several times during each semester. To find out more about our events and services, visit our website:

<http://www.bucknell.edu/CareerDevelopment>

CAREER COUNSELING

Students may meet individually with a career counselor for 30 minutes to discuss the following:

- decision-making for majors, careers, and advanced degrees
- externship, internship and full time job search plans
- assessment test reviews (Strong, Self-Directed Search, Myers-Briggs)
- evaluation of a particular job or internship offer
- other counseling concerns to be addressed individually

The **six career counselors** at the CDC are **PAM KEISER**, Director; **SARAH BELL**, Associate Director; **EMILY DIETRICH**, Career Consultant; **MELISSA GUTKOWSKI**, Program Director, Externships; **ALISON ORDONEZ**, Program Director, Internships; **MARILYN SHULL**, Program Director, Bucknell Public Interest Program (BPIP). For appointments call 7-1238 or stop by the CDC.

WALK-IN CAREER ADVISEMENT

Students with questions pertaining to the job or internship search are able to attend **QUICK QUESTIONS** sessions for walk-in advisement. These sessions provide an opportunity to have individual questions answered regarding

- tools and strategies for the job/internship search
- researching employers, industries, and occupations
- the basics of networking techniques
- communication and standard business etiquette

Quick Questions sessions are available daily in the afternoons.

30-MINUTE EXPRESS WORKSHOPS

Express workshops are offered throughout the fall and spring to help students explore and prepare for job, internship or graduate school search. Topics such as self and career exploration, job and internship search techniques, networking, resumes and cover letter writing, and interviewing skills, as well as pre-law, pre-health and grad school sessions are available.

HOW EMPLOYERS RECRUIT...

For questions about the on-campus employer recruiting program, students can attend a weekly **INTERVIEWING TIPS** workshop, facilitated by **MEGAN ADAMS**, Program Director, Recruiting. In this useful session, students will find out about recruitment procedures and get inside tips about employers who come to campus. Held Mondays at 5 pm in the CDC.

Both **MEGAN** and **KRISTI MAGGS**, Recruiting Assistant, are available to meet with students individually during the week, as well as staff **BRIDGE QUICK QUESTIONS** sessions daily, 3:00-4:00 PM.

BUCKNELL PUBLIC INTEREST PROGRAM (BPIP) & CAPITOL HILL INTERNSHIP PROGRAM

These programs support students who want to learn more about the non-profit and public service sectors. The **BPIP Internship Fund** is a competitive summer internship program that offers funding to undergraduates able to secure unpaid full-time summer internships in the nonprofit / public interest / public service sector. The **Capitol Hill Internship Program** (summer) is a competitive program that offers funding to students who want to do summer internships on the Hill or in local districts. **MARILYN SHULL** serves as the BPIP Program Director.

PRE-HEALTH ADVISEMENT

Students interested in any graduate program in the health professions should contact the **Pre-Health Advisor, ALISON PATTERSON**, Ph.D. at alison.patterson@bucknell.edu. Additionally, students should register and/or update their status through *my*Bucknell using the instructions found at <http://www.bucknell.edu/x19368.xml>. Students with general questions or wanting to access Pre-Health Advising may also contact **KRISTI MAGGS**, Assistant to the Pre-Health Professions Advisor, at kristi.maggs@bucknell.edu or prehealth@bucknell.edu.

PRE-LAW ADVISEMENT

Students intending to apply to law school should see **DIANNE McDONALD, ESQ.**, the **Pre-Law Advisor**. Professor McDonald conducts pre-law information sessions and is available for individual advisement. To sign up for Pre-Law sessions or to meet with Professor McDonald, stop by the CDC or call 7-1238.

RESUME AND COVER LETTER CRITIQUES

Students in need of a top-to-bottom critique of a resume or cover letter are able to meet with a student **INSTRUCTIONAL SPECIALISTS**. Our student specialists have extensive training in resume and cover letter writing, and are available for consultation on a walk-in basis Monday through Friday. Check CDC Calendar.

NETWORKING AND B-LINK

B-LINK is an exclusive professional and social networking site for alumni and students. Its resources include the **Academic Interests** program, **Bucknell Professional Network**, and **Extracurricular Interests** program, as well as **REGIONAL CLUBS**. These groups connect students, alumni, and faculty with events both on and off campus. Students gain access to B-Link by attending one qualifying access event.

MOCK INTERVIEWS

Students may meet with a counselor for a 45-minute videotaped mock interview, which provides more rigorous interview preparation than a workshop or individual discussion. Bring a resume, cover letter, position description, and any other information relevant to the interview. Call 7-1238 or stop by the CDC to set up an appointment. Half-hour "mini-mocks" are also available without the videotaping.

OTHER PROGRAMS & SERVICES: ♦ Career Fairs – both on- and off-campus ♦ Sophomore Externships ♦ Workshops ♦ Alumni Career Panels ♦ Employer Information Sessions & Programs ♦ Career Resource Library ♦ Web Resources & Links ♦ CareerSearch Employer Database ♦ VAULT Online Library – Career Insider ♦ Alumni Career Services ♦ Networking Events – both on- and off-campus