

CAREER ADVISING & COUNSELING SERVICES FOR STUDENTS

GETTING STARTED AT THE CDC

We offer many ways to get started at the Career Development Center. Annual Senior, Junior, and First-Year Carnivals providing valuable resources and information * Externship Kickoff for sophomores to explore externship options * Weekly sessions on internships and recruiting * Regular workshops on networking, resume and cover letter writing, job search and career exploration * **JUMPSTART** ~ a 4-session noncredit career planning class. To obtain a schedule of our programs, visit the CDC website at <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 five career counselors at the CDC are **PAM KEISER**, Director; **SARAH BELL**, Associate Director; **EMILY DIETRICH**, Bucknell Public Interest Program (BPIP) Program Director/Career Consultant; **MELISSA GUTKOWSKI**, Manager of Externships/Career Consultant; **ALISON ORDONEZ**, Manager of Internships/Career Consultant; & **MARILYN SHULL**, Manager of Career and Academic Relations /Career Consultant. 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 a **QUICK QUESTIONS** session 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 in the afternoons.

30-MINUTE EXPRESS WORKSHOPS

Express workshops are offered throughout the fall and spring to help you explore and prepare for your job, internship, or graduate school search. Topics such as self & career exploration, job and internship search techniques, networking, resumes and cover letter writing, and interviewing skills, as well as pre-law, pre-health & grad school sessions are available. To obtain a schedule, visit our website: www.bucknell.edu/CareerDevelopment.

RECRUITING ADVISEMENT

For questions about the recruiting program, students can attend **RECRUITING CONVERSATIONS**, facilitated by **KATIE McDONALD**, Manager of Recruiting. Held Mondays at 5 pm in the CDC, this group session offers:

- information about recruitment procedures
- inside tips about employers who recruit on campus
- **QUICK QUESTIONS**: M, W & R, 2:30 – 3:30 PM

Both Katie and **MEGAN ADAMS**, Recruiting Assistant, are also available to meet with students individually during the week.

BPIP – BUCKNELL PUBLIC INTEREST PROGRAM

Students who are planning a career in the nonprofit/public interest world should learn more about BPIP. Bucknell launched BPIP in 2001, focusing on fellowships for seniors. Since then, the program has grown to include a student e-mail distribution list, job & internship leads, and a fund for unpaid full-time internships for first-years students, sophomores, and juniors. In addition, BPIP brings experts in the field to campus to serve as keynote speakers or participate in career panels to educate students about the various types of work options available within this diverse career field.

EMILY DIETRICH serves as the BPIP Program Director.

PRE-HEALTH ADVISEMENT

Students interested in any graduate program in the health professions should register and/or update their status through myBucknell. Instructions on how to “add a channel” to customize myBucknell for use in the application process can be found under the “Current Student” link at www.bucknell.edu/x19368.xml.

ALISON PATTERSON, PH.D. is the **Pre-Health Professions Advisor**. The email address is www.prehealth@bucknell.edu.

PRE-LAW ADVISEMENT

Students intending to apply to law school should see **JOHN FERNSLER, ESQ.**, the **Pre-Law Advisor**. Professor Fernsler conducts pre-law information sessions and is available for individual advisement. To sign up for Pre-Law sessions or to meet with Professor Fernsler, 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 should meet with a **PEER CONSULTANT**. The Peer Consultants have extensive training in resume and cover letter writing, and are available on a walk-in basis from 10:00 to 4:30 pm, Monday through Friday.

NETWORKING – QUICK QUESTIONS

Students with questions about networking will be able to stop by Alumni House 3 times/week to meet with **LAURA DENBOW**, Executive Director AR/CS or **CAROLE BOURGEACQ-HARDT**, Manager of Profession/Industry Interests, for **NETWORKING QUICK QUESTIONS** session on M, W & R, Noon to 1:00 pm.

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: Internships 101 ♦ Sophomore Externships ♦ Off-Campus Career Fairs ♦ Career Network Nights ♦ Weekly Workshops ♦ Career Conversations Program ♦ Employer Information Sessions & Programs ♦ Career Resource Library ♦ Web Resources & Links ♦ CareerNet (online networking data base of alumni and parents) ♦ CareerSearch Employer Database ♦ VAULT On-Line Library ♦ Alumni Career Services