



THE OFFICE of CAREER DEVELOPMENT

Get the
KNOWLEDGE,
SKILLS, and
EXPERIENCE you
need to land a job
you **LOVE.**

TRAINING IN

- + Resume writing
- + Cover letter writing
- + Interviewing skills
- + Informational interviewing
- + Creating an individualized career path
- + Job search skills
- + Internship search skills
- + Using Handshake
(*job/internship database*)
- + Review of online resources
- + Researching organizations
and companies
- + Preparing for graduate school
- + Writing letters of intent for
graduate admission
- + Procuring references
- + Negotiating job offers
- + Creating an e-portfolio
- + How to use LinkedIn and social media

HANDSHAKE

*Take the next step toward a
meaningful career with Handshake:*

- + Thousands of jobs and internships
across the country
- + Schedule appointments and upload
resume for virtual review
- + Create a profile and connect
with employers
- + Read employer reviews written by
other students
- + See upcoming events

PEER CAREER ADVISORS

In addition to professional staff, our Peer Career Advisors are leaders on campus who are also trained career development professionals. They can help you find meaningful ways to engage on campus that also help with your career.

OFF CAMPUS EVENTS

- + Job and graduate school fairs
- + Workplace site visits
- + Networking events

ON CAMPUS EVENTS

- + Employer visits and presentations
- + Career events by field of interest
- + Networking with alumni

ONE-ON-ONE COACHING

- + Career interest assessments
- + Identifying the best academic major
- + Identifying the best career
- + Creating a plan to get the job you want
- + Mock interview and feedback
- + Switching careers/majors

CARLOW
UNIVERSITY

The Office of Career Development
University Commons, Second Floor
412.578.6067 | careercenter@carlow.edu

carlow.edu/career



APPOINTMENTS:

Schedule online through your
Handshake account at
<https://carlow.joinhandshake.com>