

Junior/Senior Career Planning Newsletter

FALL 2011



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Office Hours
Monday - Friday
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Monday - Friday
1:00pm - 4:00pm

BearTracker Database
*Helping students navigate volunteer, internships,
mentor and career opportunities.*

Have YOU Signed up for [BearTracker](#) Yet?

Through *BearTracker* you can **search for full-time, part-time, summer, internship, and volunteer opportunities!**

Seniors...sign up for our Resume Referral Service! Upload your resume to *BearTracker* and Career Planning will send your resume out to full-time job openings based on your major, job requirements, and geographic preference!

Connect with a mentor. Over 100 SUNY Potsdam friends and alumni mentors are available through *BearTracker*.

[Sign up](#) for this free service now!

JOB SEARCH TIPS

- ❖ Get an early start...Start Now!
- ❖ Relate your skills and interests to specific jobs. Pay attention to qualifications.
- ❖ Networking fuels your resume! (See next page)
- ❖ Edit your online image. Double check that your social media profiles demonstrate the image you want employers to see.
- ❖ Be cautious of fraudulent job offers. If it sounds too good to be true, it might be.

Juniors and Seniors Now is the Time to Create a Resume!

- Use the Online [Resume Guide](#) to create a draft or stop by the Career Planning office to pick up a copy
- Drop off your draft to the Career Planning Office for the **48 hour resume critique service** to have it reviewed **OR** e-mail it to career@potsdam.edu
- Or schedule an appointment with a professional staff member for one-on-one assistance

CAREER PLANNING MEDIA OUTLETS

TABLE TENTS, POSTERS, TV MONITORS, E-MAILS, NEWSLETTERS, BANNERS, THE RACQUETTE, FLYERS ... THIS IS HOW YOU KNOW WHAT'S GOING ON IN CAREER PLANNING

Upcoming Events

Kaplan Graduate School

Mock Exams

October 22

10:00 a.m.

Online

(You must Pre-register)

Healthcare Education & Career Fair

October 25

9:00 a.m. – 3:00 p.m.

The Commons,
Euphrates River Valley
Road
Fort Drum, NY

A Major Affair

October 26

6:00 p.m. – 7:30 p.m.

Student Union MPR

Army National Guard Information Table

October 26

11:00 a.m. – 1:00 p.m.

Barrington Student Union

Northwestern Mutual Information Table

November 9th

11:00 a.m. - 1:00 p.m.

Barrington Student Union

Informational Meeting with First Investors

November 15

6:30 p.m. - 8:00 p.m.

Barrington Student Union
Room 205

Getting Into Graduate School

November 16

5:30 p.m. – 6:30 p.m.

Barrington Student Union
Room 203



GOING TO GRADUATE SCHOOL

CHOOSING THE RIGHT PROGRAM

*Stop by Career Planning to receive a **free** copy of NACE's *Job Choices 2011* and read the entire article

WHAT YOU NEED TO APPLY

1. **Explore schools:** Conduct research on the internet, obtain resources at the Career Planning Office, and ask faculty in your department for advice on specific programs
2. **Contact schools of interest:** Obtain applications, catalogs, and financial aid information
3. **Visit schools:** Talk with faculty and current graduate students for a better perspective
4. **When evaluating programs consider:** the quality of the faculty, concentrations and courses, the prestige of the institution, the facilities, the cost, job opportunities, housing, geographic location, and the surrounding community

Application requirements differ substantially among institutions and programs, so read each school's material to make sure you file a complete and timely application!

Tests: Schools generally require a graduate admission test, like the GRE. Be sure to check the requirements of the schools you apply for. For more information on testing and test preparation visit the Career Planning Office.

Transcripts: Graduate schools will require official transcripts of your undergraduate work. Contact the Registrars office to have your transcripts sent.

References: Usually three letters from professors will be required for admission. Ask your references for letters well in advance to ensure they have enough time to complete them.

Personal Statement: This essay is often part of the application process and is used to assess your enthusiasm for the field, your motivation, creativity, maturity, and uniqueness, as well as a measure of your ability to write, so be meticulous about spelling and grammar. Have your essay critiqued by your advisor.

NETWORKING... IT'S THE #1 WAY PEOPLE GET JOBS

*Stop by Career Planning to receive a **free** copy of NACE's *Job Choices 2011* and read the entire article

- Share details with **professors, friends, and relatives** about the fields or positions you are interested in. Ask them if they know people who are doing similar work. Ask them to help you connect with these people, and then follow through.
- Use **social networking** sites like LinkedIn
- Take advantage of **alumni networks and campus mentoring** programs
- Go to **career fairs, employer information sessions, and networking events** available on campus
- Participate in **professional associations** related to your field of interest
- Conduct an **Informational Interview**
- Complete an **internship or volunteer experience** in your field of interest

Have You Started A Reference File?

Have all of your references sent to Career Planning. Send your reference file to employers or graduate schools as needed.

Come in to Career Planning to open a Reference File and learn the details of this service!

