Career Planning
206 Sisson Hall
(315) 267-2344

Are you undecided?

Let Career Planning help! Schedule an appointment with a career counselor for advice on major selection and career exploration. We can help you sign up for FOCUS, a computer program that assesses your interests, abilities, and values, and then combines them to make a list of possible occupations. Also, feel free to check out our Lending library, which has books about many different careers that may be of interest to you! You must declare a major by the time you have 60 credits, so it is important to start thinking about what you want to study as soon as possible!

Thinking about changing your major or adding another major or minor? Career Planning is here to help for that as well! Check out our “What Can I do With a Major in…” handouts located in our office. There is information on all of the majors and minors that SUNY Potsdam has to offer.

The Sophomore Scoop
Sophomores, come find out about all of SUNY Potsdam’s Resources that are available for you! Career Planning will be at this event presenting on how to “Get a Job.” The event includes skits, information sessions, prizes, and ice cream!
Looking for a Summer Job?
Follow these tips to be the most prepared!

It is never too early to start looking for career related experience—now is a great time to begin!

Career Planning has connections and resources, so use us as a tool for job searching!

To be the most prepared for a job search, follow these job search tips:

1. **Build a Resume**: Career Planning has a 48 hour resume critique service, or set up an appointment so we can help you make your resume exceptional.

2. **Ask for Letters of Reference**: Most employers will want 2-3 reference letters. Ask professors & previous employers who have seen your best work for a “to whom it may concern letter.”

3. **Schedule a Mock Interview**: It is great practice for when the actual interview day arrives, and you will get feedback on how to improve.

4. **Use Career Planning Website**: www.potsdam.edu/career and click on “Job Search Links.”

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The Freshman/Sophomore Checklist

- Visit the Career Planning Office to learn about what is in our Career Library
- Make an appointment with a Career Counselor—they can help you with selecting your major and career field
- Obtain work references from previous employers
- Join extracurricular activities
- Attend Undecided Majors Week
- Check out other resources like FOCUS and our guides
- Start planning for an internship
- Write a resume
- Declare a major

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Upcoming Events

**Sophomore Scoop**
March 21st 7:00-9:00pm
Union MPR.
Find out about the resources that are available to you at SUNY Potsdam. There will be prizes & ice cream!

**Undecided Majors Week**
April 2nd - 6th
Need help choosing a major? Let Career Planning help.

**Financial Careers**
April 3rd 11:00-1:00 BSU.
Come speak with employers from the financial and insurance sectors. Great networking experience!

**Bio Career Connections**
April 3rd 12:00-5:00pm.
Interested in a career in Biology? Come to this networking event sponsored by CNYCDA at Ithaca College.

**Clarkson MBA Program**
April 16th 1:00-1:00pm.
A Clarkson University Representative will be in the BSU.

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**Undeclared Majors Week**
April 2nd - April 6th

*Are you an Undeclared Major?*
*Do you want assistance with choosing a major?*

**Career Planning can help!**
Stop by our office in 206 Sisson Hall

Office Hours M-F 8:30-4:30pm
Walk-In Hours: M-F 1:00-4:00pm

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Newsletter written by Danielle Tuttle, Career Planning Public Relations Intern, Spring 2012