

What can Cornell's career offices do for me?

Cornell has career offices located across campus that can help you:

- Learn about potential careers that build on your skills or personal interests
- Articulate how your experiences have prepared you for a career outside of academia
- Develop a job-search strategy
- Find internships and jobs through online databases, websites, and print resources
- Prepare internship and job application materials
- Practice for interviews
- Negotiate job offers

Where do I go to get help?

Cornell Career Services (CCS) consists of the university-wide office located in Barnes Hall and offices in six of the colleges/schools that provide resources for their affiliated students. Additionally, several degree programs have their own career offices. A list of office locations can be found on the back of this handout. If you would like to make an appointment with a career advisor for assistance with your career exploration or job search, please visit or call the office most appropriate for your degree program and field.

- If you are in a professional master's degree program (such as MBA, DVM, MILR, MPS, MENG, MPH, MMH, or CIPA), please contact your program's office.
- If you are a research MA, MS, or PhD student intending to pursue a career outside of academia, contact the career office for the school/college most closely related to your graduate field. If your graduate program's affiliated with the Colleges of Arts and Sciences, Human Ecology, or Veterinary Medicine, please contact the university-wide office in Barnes Hall, as all graduate student career advising services for these programs are handled through this office.

If you are unsure where to go, please consult career.cornell.edu... Students... Graduate Students... Assistance with Your Career, for a detailed listing of career services for each degree program and field.

Where do I go for additional help?

Many graduate students are considering career or positions in business, industry, government, non-profit or other sectors outside academia. For additional help:

- If you would like assistance with your career plans beyond what your college/school offers, make an appointment in Barnes Hall to meet with Anne Poduska, the Graduate and International Student Career Advisor.
- If you are interested in pursuing postdoctoral studies, contact Christine Holmes, Director of Postdoctoral Studies, in Caldwell Hall.
- If you are applying for a faculty position, consult with your special committee members and Director of Graduate Studies for guidance most relevant to your field.

What career resources are available for graduate students?

Versatile Ph.D.

This is an excellent online resource for humanities, social science, science, and engineering graduate students. This site includes job postings, introductions to a range of careers for graduate students, and confidential discussion forums. You may also peruse resumes and cover letters from successful job applicants with graduate degrees.

Online Databases

The University offers access to a number of career-related databases, including *Hoover's Online* and *Career Insider's Vault Guide* that allow region-specific job searches and provides a range of information about companies and potential career opportunities. You may link to these databases at career.cornell.edu... Resources.

OptimalResume™

This resource provides templates as well as sample resumes and letters to help you create your resume and cover letter, and even provides job descriptions and typical skills by linking to O*Net, a database of occupational information. You can also practice your interviewing skills through the Optimal Interview tool. Create your account at cornell.optimalresume.com.

Handshake

A set of web-based services offered by Cornell Career Services that includes job and internship postings (including on-campus recruiting), alumni mentor contacts, and campus events. Although this can be a valuable resource in your job search, we encourage you to consider Handshake as just one source—not the main source—of job opportunities. Log in through the CCS website at career.cornell.edu.

On-Campus Events: Career Offices

Programs are held year-round and include the campus-wide Career Fair held every September, panel discussions, job-search workshops, fellowship information sessions, alumni networking opportunities, and skill-specific workshops such as networking and interviewing skills. All Career Services events are advertised on the CCS Events Calendar at career.cornell.edu... Events... Calendar.

On-Campus Events: Graduate School

The Graduate School's Office of Inclusion and Professional Development conducts programs relevant to your career advancement. All Graduate School professional development events are advertised through the Graduate School website at gradschool.cornell.edu... Events and the weekly e-newsletter.

Websites

The CCS Link Library contains a number of links to fellowships, internships, and resources detailing employer information and job opportunities. Each college/school also has a career website that can provide more discipline-specific career guidance; some also include links to alumni databases for students affiliated with that college/school. Visit career.cornell.edu... Resources... Link Library.

Libraries

Barnes Hall hosts a career library open for all Cornell students. Resources include books, journals, and test preparation materials. Several colleges/school career offices have libraries containing additional information that pertains to disciplines within the college or school, and may include books, magazines, and pamphlets. You may conduct an online search of all career library resources through the website at career.cornell.edu... Resources.

How do I contact my career office?

University-Wide

103 and 210 Barnes Hall
607/255-5296

College of Agriculture and Life Sciences

140 Roberts Hall
607/255-2257

College of Architecture, Art, and Planning

103 Barnes Hall
607/254-3583

College of Engineering

201 Carpenter Hall
607/255-5006

College of Veterinary Medicine

S2 009 Schurman Hall
607-253-3700

Cornell Institute for Public Affairs (CIPA)

190 Caldwell Hall
607/255-5587

ILR School

201 Ives Hall
607/255-7816

Johnson Graduate School of Management

202 Sage Hall
607/255-4888

Law School

144 Myron Taylor Hall
607/255-5873

School of Hotel Administration

180 Statler Hall
607/255-6376

