

UPCOMING EVENTS

Big Apple Job Fair
March 20, 2009

2009 Collegiate Job Fair
April 2, 2009

Summer 2009
Internship Stipend Program

Dress For Success Seminar

Careers in NYC Government
March, 2009

Applying for Graduate School
April, 2009

Careers in Foreign Services with CUNY Diplomat in
Residence
April 22, 2009

CUNY Institute for Software Design and Development/
New York Software Industry Association
May, 2009

It's a Plan! Preparing for the 2009 Collegiate Job Fair

Positioning for a Tough Job Market

Strategies for Finding an Internship

For these and other workshops on résumé writing,
interviewing skills, internship/job placement, consult the
CLUE newsletter for time and location.
WWW.CSI.CUNY.EDU/ACTIVITIES.INDEXHTM

Career and Scholarship Center

2800 Victory Boulevard
Building 1A, Room 105
Staten Island, New York 10314

Phone: 718-982-2300
Fax: 718-982-2308
<http://www.csi.cuny.edu/career>

Caryl Watkins, Director

Joanne Hollan, Associate Director

Thomas Dibblee, Career Development Specialist

Joan DiMeo Lyons, Internship Coordinator

Geoffrey Hempill, Scholarship and Fellowship Coordinator

Carole Kass, Résumé Writer

Suzanne Grossman, Career Coach/Fellowship Advisor

Jeanne Zieff, Career Development Lecturer

Richard Krysztoforski, CUNYCAP/Tech Liaison

Florence Zurica, Administrative Assistant

Barbara Volpe, Office Assistant

Eileen Mangan, College Assistant

SPRING 2009 Workshop and Special Events Schedule

Career and Scholarship Center Yearly Career Guide Checklist



College of Staten Island
The City University of New York
Tomás Morales, President

(718) 982-2300

Successful career planning requires four years of skill building. If you want to achieve your goal of full time employment or graduate school admission upon graduation, we recommend that you develop an individualized Career Plan.



YEAR ONE: CHOOSE A MAJOR

- Attend Pathfinder Program in Academic Advisement, 1A-101
- Complete MY PLAN career assessment
- Discuss your plans with a Career Coach
- Declare your major

YEAR TWO: FROM STUDENT TO PROFESSIONAL

- Explore WHAT CAN I DO WITH A MAJOR IN... (<http://www.uncwil.edu/stuaff/career/Majors>)
- Develop cover letter and résumé
- Learn effective business and professional correspondence skills
- Confirm your course of study by beginning to take courses required for your major
- Identify and increase the expression and application of your strengths, interests, skills, values
- Acquire career-related employment (full-time, part-time or volunteer)
- Attend an Internship Workshop; register for the Internship Referral Program

Résumé Review Service:

Schedule an appointment to have your résumé and cover letter reviewed.

It's all part of good job preparation.

YEAR THREE: CONFIRM AND PLAN

- Continue to confirm your course of study with required courses for that major
- Complete an internship
- Acquire career-related employment (full-time, part-time or volunteer)
- Consider the Study Abroad Program
- Evaluate job search and/or graduate school options
- Attend the Dress for Success seminar
- Attend the Etiquette Dinner
- Go to an interviewing Skills workshop
- Attend a job fair, such as Rutgers, the Collegiate or Big Apple Job Fairs

YEAR FOUR: GRADUATE SCHOOL OR EMPLOYMENT

- Set in motion effective job search or graduate school plans
- Attend a job fair, such as Rutgers, the Collegiate or Big Apple Job Fairs
- Target your job search by researching trends, Internet job searches, application best practices
- Register for the Senior Referral and On Campus Recruitment Programs in the Career and Scholarship Center
- Complete an additional Internship to boost your professional experience