

**Questions: Contact Rochelle at the Becker Career Center**  
carusor@union.edu or 518-388-6726

- Begin by scheduling an appointment through [Handshake](#) with a Career Advisor and start tackling the 5 Steps (chances are, you've already started)!**
  
- 1. Do you know what you want to do?**
  - Either way, schedule an appointment through [Handshake](#) to meet with a Career Advisor to discuss your interests, possibly use assessments, explore careers, and identify potential opportunities.
  - Considering [Graduate School](#): Review these [web resources](#) and attend a Graduate School Workshop.
  - [Fellowships](#): Contact Lynn Evans (evansl@union.edu), Director, Post-Baccalaureate Fellowships.
  - These same steps apply: research programs, finalize resume, write personal statement, network to learn more.
  
- 2. Do you have professional documents? Have they been reviewed by a Career Advisor?**
  - Update your [resume/CV](#) include terms abroad, leadership roles, internship, research, senior thesis/project.
  - Use the [Guide to Cover Letter Writing](#) to write a targeted letter to apply for *each* position of interest.
  - Prepare your graduate school personal statement. Have it reviewed at the [Writing Center](#).
  - [Meet with a Career Advisor](#) to discuss networking outreach & employer follow up communications.
  - [Schedule an appointment through Handshake](#) to review your documents with a Career Advisor.
  
- 3. Do you know how to find and apply for opportunities/grad programs of interest?**
  - [Handshake](#) contains positions from alumni and employers looking specifically for Union students.
    - In Job Search, select “All Filters” under the search bar at top of the page.
      - Select Job Type: Consider selecting Job, Fellowship, Volunteer (i.e., gap year opportunities)
      - Scroll down to “Employer Preferences”: Select School Year “Senior” only
    - Set up “Saved Searches” to receive emails with new postings based on your interests.
  - Find [additional resources](#) at [www.union.edu/becker-career-center/student-resources/job-search-resources](#).
  - Become familiar with Indeed.com, LinkedIn, Glassdoor, Idealist, professional associations.
  - Research [Grad Schools](#) at [www.union.edu/becker-career-center/student-resources/graduate-school-resources](#).
  
- 4. Do you know how to Network effectively to learn from & develop your Professional Network**
  - Networking is the process of learning through others, conducting informational interviews and building genuine relationships; yes, networking applies during the graduate school search process as well.
  - Attend a [Union Career Advisory Network \(UCAN\)](#) Orientation to gain access to our alumni database which contains over 13,000 alumni who are willing to provide career advice!
  - Attend [LinkedIn workshops](#) to create/update your profile, learn how to reach out, and search opportunities.
  - Use the UCAN database and LinkedIn to identify alums in organizations of interest to reach out to and conduct Informational Interviews to learn more and develop your professional network.
  - Meet with a Career Advisor to identify your network and discuss effective networking strategies, specifically appropriate outreach and follow-up. [Schedule an appointment through Handshake](#).
  
- 5. Are you prepared for your interview? Practice interviewing...Schedule a Mock Interview**
  - Interviewing requires preparation & practice to tell your story and present well thought-out answers.
  - [Schedule a practice/mock interview with a Career Advisor through Handshake](#).
  - Access the virtual [Big Interview](#) anytime to practice industry specific questions, record yourself and review.
  - Prepare your professional outfit & virtual background: Suit, shoes, resume, portfolio; make sure it's ready when you need it!

### Additional tips:

- Unsure about next steps? Reach out to me for assistance: Rochelle Caruso, [carusor@union.edu](#)
- Alumni advice: Start Early!
- Read your Friday Reminder every week (from Carli Aragosa '17) AND Check the [Events Calendar in Handshake](#).