WELCOME

SUNY POTSDAM
CLASS OF 2019

PARENTS & GUESTS
CAREER PLANNING

206 SISSON HALL
267-2344
Monday – Friday
8:00 am – 4:00 pm Summer
8:30 am – 4:30 pm Academic Year

career@potsdam.edu

www.potsdam.edu/career
How To Assist

- KNOW CAREER PLANNING SERVICES
- KNOW PROGRAMS AND EVENTS
- HELPFUL RESOURCES FOR PARENTS
  - www.potsdam.edu/career
  - Checklist
  - “Major-In” Handouts
  - Newsletters
  - Annual Reports
- ENCOURAGE STUDENTS TO CONNECT
THIS IS....JEOPARDY!!

- Questions about Career Planning and our services.
- Raise your hand to answer and win a PRIZE!
- Use the sheet provided for assistance and reference.
- Let’s get started!
These services and resources will help my student to learn about majors and connect their interests to possible career fields.
Answer

Letter

C
“A MAJOR AFFAIR”
Self-Assessment Tools

- FOCUS
- Myers-Briggs Type Indicator
- Vista Card Sort
- StrengthsQuest
Question #2

My student will learn more about employment opportunities by using these services and resources.
Answer

Letter

D
To get more results, use fewer criteria since that will limit the results.

**NOTE:** For fields that allow multiple selections, use CTRL to select more than one.

**Job Advanced Search**

- **Organization Name:**
- **Type of Employment:**
  - Campus - Grad. Assistant
  - Campus - Student Assistant
  - Campus - Work Study
  - Internship
  - Paid
- **Semester of Internship:**
  - Fall
  - Spring
  - Summer
- **Major(s):**
  - Administration
  - Anthropology
  - Archaeology
  - Art
- **Job Location State:**
  - AK
  - AL
  - AR
  - AZ
- **Job Location Country:**
  - Other
  - United States

**Job ID:**

**Field of Employment:**
- Aerospace/Architecture/Engineering/Surveying Services
- Agriculture/Fishing/Forestry
- Art/Design
- Business & Management Services
Employer Theme
Events/Panels/Speakers
Schmooze-A-Palooza
Employer Networking Event
Career Planning Web Pages
(JOB SEARCH RESOURCES)

Click Here ➔
Question #3

- My student will have these services and resources available to help them when applying for employment.
Answer

Letter

A
Resume/Cover Letter Critique Services

HOW TO CRAFT A COVER LETTER WORTH READING

Your resume is polished and ready to send—now does your cover letter do justice? This is more than just a chance to tell the story your resume can't. It's an opportunity to set yourself apart and let employers know why you're the candidate to call. Follow these tips to craft a cover letter hiring managers won't be able to put down.

BEFORE

To Whom It May Concern,

I am applying for the position of [Position] at [Company]. I am a [Skills] with a proven track record of delivering [Achievements]. My strong [Skills] and [Skills] make me a great fit for this role.

I have [Years] of experience in the [Industry], and I am confident that my skills align with the [Position] requirements. I have [Experience] with [Software] and am proficient in [Software].

I am [Education] and I have always been passionate about [Interest]. I believe my education and my passion for [Interest] make me a valuable asset to your team.

I am available for an interview at your earliest convenience and look forward to the opportunity to discuss how I can contribute to your team.

Sincerely,

[Your Name]

AFTER

[Company Letterhead]

[Date]

[Screen Shot]

Jack Service

[Date]

[Screen Shot]

How to Craft a Cover Letter Worth Reading

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Sincerely,

[Your Name]

AFTER

[Company Letterhead]

[Date]

Jack Service

[Date]
INTERVIEW SUPPORT

Would you hire you?
Practice Interviewing. Anytime. Anywhere
Self-Marketing Brochures

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**Strengths**
- Greatly determined
- Resourceful educator
- Able-minded
- Motivational speaker
- Magnetic personality
- Active teaching
- Robust body and mind

**GRAMMAR MASTER**

Do you want to know the secret to learning English grammar?

Kyounghee Kim
NewgreensART 111-301
Bugak-Gong, Gumjung-Gu
Busan, S. Korea
khy1ydls@gmail.com
011 9335 3301

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**Education**
Bachelor of Arts, State University of New York at Potsdam, Potsdam, NY anticipated graduation: December 2013

Major: Theatre and Business Administration with Pre-creative arts Therapy
Minor: GPA 3.48 and 3.65
Gradual GPA 3.93

**Activities/Honors**
- President, Potsdam Pitchers (A Cappella singing group)
- Events Manager, Potsdam Pitchers
- Public Relations Officer, Future Business Leaders of America (FBLA) Phi Beta Lambda
- Participant, SONY Potsdam Leadership Conference
- Presidents List, 3 semesters
- Phi Echo Sigma, National Honor Society
- Alpha Phi Omega, National Theatre Honor Society, Pledging

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**Internships**
Co-Directing Musical Theatre: Beauty and the Beast
Madeleine-Washington Central School

- Demonstrated leadership during blocking and stagecraft training
- Coordinated students on stagecraft techniques
- Maintained order during full-season rehearsals
- Acquired stagecraft communication skills

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**Work Experience**
SONY Potsdam President’s Office Student Assistant

- Maintained and coordinated the President’s calendar (meetings, conferences, campus events, and business trip itineraries)
- Demonstrated exceptional communication skills in order to manage complaints and concerns about the campus

Community Performance Series, Potsdam Stage Crew
http://www.cpersd.org/

- Mastered theatrical theater control while building/painting sets and running lighting board
- Assisted in leadership positions due to exceptional organizational and leadership abilities

SONY Potsdam Graduate Studies Office Student Assistant

- Organized and maintained confidential records and student files
- Answered phone calls, scheduled meetings, and performed office duties

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**Grammar Master**

Do you want to know the secret to learning English grammar?
Reference Form for SUNY Potsdam Faculty/Staff

Reference writer: This is one of several letters which the undersigned may request for inclusion in a credentials file to be held in this office. Copies will be mailed/faxed to prospective employers or graduate schools. References may be prepared on this form in the space below or may be submitted on college or personal letterhead.

<table>
<thead>
<tr>
<th>Name of candidate</th>
<th>Graduation month</th>
<th>Year</th>
</tr>
</thead>
</table>

PLEASE TYPE - DO NOT USE REVERSE SIDE

Name of Evaluator (please print or type) ________________________________
Title ________________________________
Telephone ________________________________ Signature ________________________________
Question #4

- This is how my student will become aware of Career Planning services.
Answer

Letter

B
Career Planning Promotional Outlets

Webpage, Bulletin Boards, Newsletters, Emails, SPW
Presentations: Class/Workshops/Union
WHAT PARENTS CAN DO

- Encourage participation in our services
- Check out www.potsdam.edu/career
- CONTACT US
  Phone: 315-267-2344
  E-Mail: career@potsdam.edu