

OFFICE OF CAREER SERVICES

LONG ISLAND UNIVERSITY • BROOKLYN CAMPUS

1 University Plaza, Pratt 510 • Brooklyn, NY 11201 718.488.1039 • www.brooklyn.liu.edu/careerservices

Career Services offers a range of career planning services to graduate students in all disciplines. Counselors are available to assist students with researching, preparing for and securing work opportunities while in school and upon graduation. Our services include:

- Resume/Curriculum Vitae Preparation: Have your resume/CV critiqued to ensure that
 your skills, knowledge and abilities are highlighted so you stand out from the competition.
- Letter Preparation: Fine-tune your cover letters, thank you letters, and letters of inquiries.
- Mock Interviews: Hone interview your skills and gain confidence as you participate in an interview featuring industry/position-specific and behavioral-based questions and receive feedback from your Counselor.
- **Job Search Planning**: Develop strategies to enable you to conduct a comprehensive and productive job search, using a variety of sources.
- Alumni Mentor Program: Connect with alumni who have volunteered to share their experiences in your field of interest.
- Workshops, Events and Panels: Attend Career Fairs, career-related workshops and other events to network with seasoned professionals and meet employers.
- **Job Bank:** Register for *MyCareerKey*, the University's career/ management/ job bank system, to search for part-time and full-time opportunities; apply to positions and learn about career-related events and programs on- and off-campus.

Log in at: https://mycareerkey.brooklyn.liu.edu/liu-brooklyn/student/

Please contact the office to make an appointment: Pratt 510, 718.488.1039. We look forward to working with you!

http://www.brooklyn.liu.edu/osdr/ (then select Career Services from right-hand menu)

REMOTE CAREER COUNSELING

This program enables busy students - and alumni - to receive services via telephone and online interaction at convenient, non-standard times (e.g., evenings, weekends). Our counselor, Heidi Ravis, provides resume reviews, interview coaching, job search planning, etc.

