COLUMBIA UNIVERSITY CENTER FOR Career Education

New Student Orientation
Top 5 Skills/Qualities Employers Look For:

1. Ability to work in a team
2. Leadership
3. Communication skills (oral & written)
4. Problem-solving skills
5. Initiative
Your Role in the Job Search Process

- **Explore** your interests, skills, values, and personality and connect these to career options
- **Prepare** well-written cover letters and resumes or CVs
- **Network** with professionals
- **Experience** potential career options and build transferable skills
How can CCE help?

We help with career-related issues

- Self Assessment
- Career Research
- Resume
- Cover Letters
- Interview Preparation
- Networking & LinkedIn
- Etiquette/Professionalism
CCE Offerings

- LionSHARE
- On Campus Recruiting
- Career Fairs
- Industry Showcase
- Employer Information Sessions
Fall 2015 Events:

Career Fairs @ Lerner

Graduate Career Fair:
Fri, Sept 18th, 12PM – 4PM

Engineering Consortium Career Fair:
Fri, Oct 23rd, 11AM – 4PM
COLUMBIA CAREER FAIR+

A full-featured iPhone, iPad and Android app that puts the power to prepare for fairs in your hands.

Search for Columbia Career Fair Plus on the App Store and Google Play Store.

FEATURES+

COMPLETE COMPANY LISTING
Search for companies based upon custom filters
Detailed information on each company accelerates your research
Mark potential employers as favorites

INTERACTIVE FLOORPLAN
Plan your visit by showing only your favorite companies on the floor plan

EVENT DETAILS
Add prefair events to your calendar

ANNOUNCEMENTS FOR REAL-TIME UPDATES
Learn about changes to companies or events

FAIR TIPS SECTION TO HELP YOU PREPARE
Get tips and advice on your appearance, elevator speech, and general approach
Career Fair
CCE Offerings

- Power Half Hours
- Workshops
- Speakers
- CCE Calendar of events
- Individual Counseling
Fall 2015 Sample workshops

• Masters Core Workshops Sept & October
  • Resumes and Cover Letters
  • Networking
  • Job Search Resources
  • Interviewing and Negotiating
  • Improving Interviewing Skills for International Students

• CCE/ISSO Workshops

• Visit CCE website for complete list and dates:
  cce.columbia.edu
Your Counseling Options
Your Counseling Options

• **Quick Questions** (daily 1-4 pm) – Especially for CV, Resume, & Cover Letter critiques – 10 minutes sessions – no appointment needed

• **Individual career counseling** – 30-minutes/1-hour
  (By appointment – 1/week)

• **Mock & practice interviews, job talks, “case” interviews**
  (By appointment)

• **Individual interest assessments** (MBTI, SII testing, card sorts)

• **Check website and Tip-Sheets first for information!**
A Valuable Resource
Where we are
Graduate Student Career Development Team:
Alice Kim, yk2397@
Don Goldstein, dg2662@
Vyju Manian, vvm8@
Leslie Loeb, lal2161@

Center for Career Education:
East Campus, Lower Level (opposite Faculty House)
(212) 854-5609
careereducation@columbia.edu
www.careereducation.columbia.edu

Hours:
Monday-Friday, 9am-5pm
Wednesdays (during the semester), 9am-8pm
Quick Questions, 1pm-4pm