

Why connect with PDC?

The Professional Development Center (PDC) – Career Services works with students to provide meaningful real-world experiences to meet the demand of an evolving work environment. PDC offers a wide array of resources and a multi-step approach to career advising for students and alumni. Students are encouraged to stay connected to PDC as early as their first year, to begin preparing.

Current students and alumni can meet with a career advisor for one-on-one appointments. Current students can also meet with a career advisor for a 15-minute check-in session.

All appointments must be requested through Handshake. If assistance is needed, please reach out to PDC by email at pdcc@citytech.cuny.edu or by phone (718) 260-5050.

As a City Tech student/alum, you may choose from the following appointment types when meeting with a PDC Career Advisor:

- Explore Majors, Interests, and Values
- Check-in
- Job and Internship Search
- Creating a LinkedIn Profile
- Resume Critique/Review
- Cover Letter Critique/Review
- Interview Preparation (by email request)
- Mock Interview (by email request)
- Graduate School Advising

Appointment Requirements

Given the demand for appointments with PDC Career Advisors, if you cannot attend your scheduled appointment, please cancel as soon as possible through Handshake. Students/alumni are given a 5-minute grace period and if you arrive after that time, appointments will be canceled and rescheduled. If you are unprepared for your appointment, the Career Advisor may ask you to postpone it to a later date.

Appointment Types

Exploring: Majors, Interests, and Values

Description:

Get to know yourself and begin to identify and explore your interests, skills, and values. Build connections between your experiences and career goals. PDC encourages career exploration as early as your first year!

Prior to your appointment, you are required to:

1. Review of the PDC 4-Year Roadmap
2. Explore your major or other majors at City Tech
3. Identify career fields, industries, and companies of interest
4. Review the 8-Competencies document and complete the self-assessment worksheet

Check-In

Description:

Check-in with a PDC Career Advisor for quick career-related questions (15-minute appointment).

Job and Internship Search

Description:

A Career Advisor will demonstrate how to navigate Handshake to view available positions and internships. You can use keywords, job titles, or employers in the Handshake search bar. Also, learn how to book-mark jobs for later.

Prior to your appointment, you are required to:

- 1) Be ready to respond to “Tell me about yourself” with your Career Advisor
- 2) Have an example of a position or internship you are looking to apply to
- 3) Review the 8-Competencies document and complete the self-assessment worksheet

Creating a LinkedIn Profile

Description:

A PDC Career Advisor will review your LinkedIn and provide feedback.

Prior to your appointment, you are required to:

- 1) Be ready to share your LinkedIn profile when you meet with a Career Advisor
- 2) Under “Resources” on Handshake, view the article named ***LinkedIn Profile Checklist*** and ***LinkedIn Building a Great Profile***.
- 3) Prepare your Elevator Pitch using the Elevator Pitch Worksheet

Your PDC Career Advisor will review your LinkedIn profile during your appointment and provide feedback.

Resume Critique/Review

Description:

Improve your resume content to ensure your resume meets requirements for an internship or position you plan to apply for. Strengthen your resume by adding internships, class projects, involvement in clubs, volunteer, and part-time/full-time opportunities. Resumes should be error-free, grammar checked, and projects listed.

Prior to your appointment, you are required to:

- 1) Be ready to respond to “Tell me about yourself” with your Career Advisor, use your Elevator Pitch worksheet to prepare 2
- 2) Prepare a resume and add documents to your Handshake profile 2 days prior to your scheduled appointment.
 - a) Resources to Resume Tip Sheet - <https://app.joinhandshake.com/articles/22336>
 - b) Resources to Resume Power Verbs – <https://app.joinhandshake.com/articles/22600>
- 3) Have an example of a position or internship you are interested in applying to

Cover Letter Critique/Review

Description:

Your Cover Letter should tell a story of your professional experiences and provide information on your qualifications and skills for the position you are applying for. Strengthen your cover letter by adding professional and academic accomplishments, keywords from the job description, and specific numbers and examples.

Prior to your appointment, you are required to:

- 1) Be ready to respond to “Tell me about yourself” with your Career Advisor, use the Elevator Pitch worksheet to prepare
- 2) Prepare a cover letter and add your cover letter documents to your Handshake profile 2 days prior to your scheduled appointment
- 3) Have an example of a position or internship you are interested in applying to

Interview Preparation

Description:

The Professional Development Center (PDC) has identified basic guidance to help prepare you for the interview process.

Prior to your appointment, you are required to:

- 1) Review the Interview Tip Sheet and to better understand what to do BEFORE, DURING, and AFTER
- 2) Practice your interviewing skills by preparing your Elevator Pitch using the Elevator Pitch Worksheet
- 3) On Handshake, upload a sample position you are interested in applying to

Mock Interview

Description:

Great news, you got the interview for the position/internship you want! Now what? Prepare to answer questions about yourself, the company, and additional skills and qualities that make you ideal for the position. You will receive feedback on your mock interview. Your interview will be simulated to reflect an actual interview experience, but please note companies and organizations have various interviewing styles, this mock interview is for preparation purposes only (may not reflect the actual interview from said company or organization).

Prior to your appointment, you are required to:

- 1) Be ready to respond to “Tell me about yourself” with your Career Advisor
- 2) Upload your resume and a job/internship description/posting to your Handshake profile
- 3) Review the **Interview Tip Sheet** to better understand what to do BEFORE, DURING, and AFTER
- 4) Prepare answers to common interview questions (without memorizing) and watch a video about the **STAR** method (**S**ituation, **T**ask, **A**ction, and **R**esult) to craft responses to behavior-based interview questions (<https://joinhandshake.com/blog/students/star-interview-method-video/>)

Grad School Advising

Description:

Are you considering applying to graduate school? Speak to a Career Advisor to get helpful information and advice related to the graduate school application process and degrees (open to seniors).

Prior to your appointment, you are required to:

- 1) Be ready to respond to “Tell me about yourself” with your Career Advisor, use the Elevator Pitch worksheet to prepare
- 2) If you are still unsure of what grad school program you want to apply to, visit the U.S. News and World Report website (https://www.usnews.com/best-graduate-schools?int=top_nav_Grad_Schools) to research and develop a list of potential graduate programs.

Please note: Personal statements will not be reviewed.