

The Professional Development Center (PDC) – Career Services



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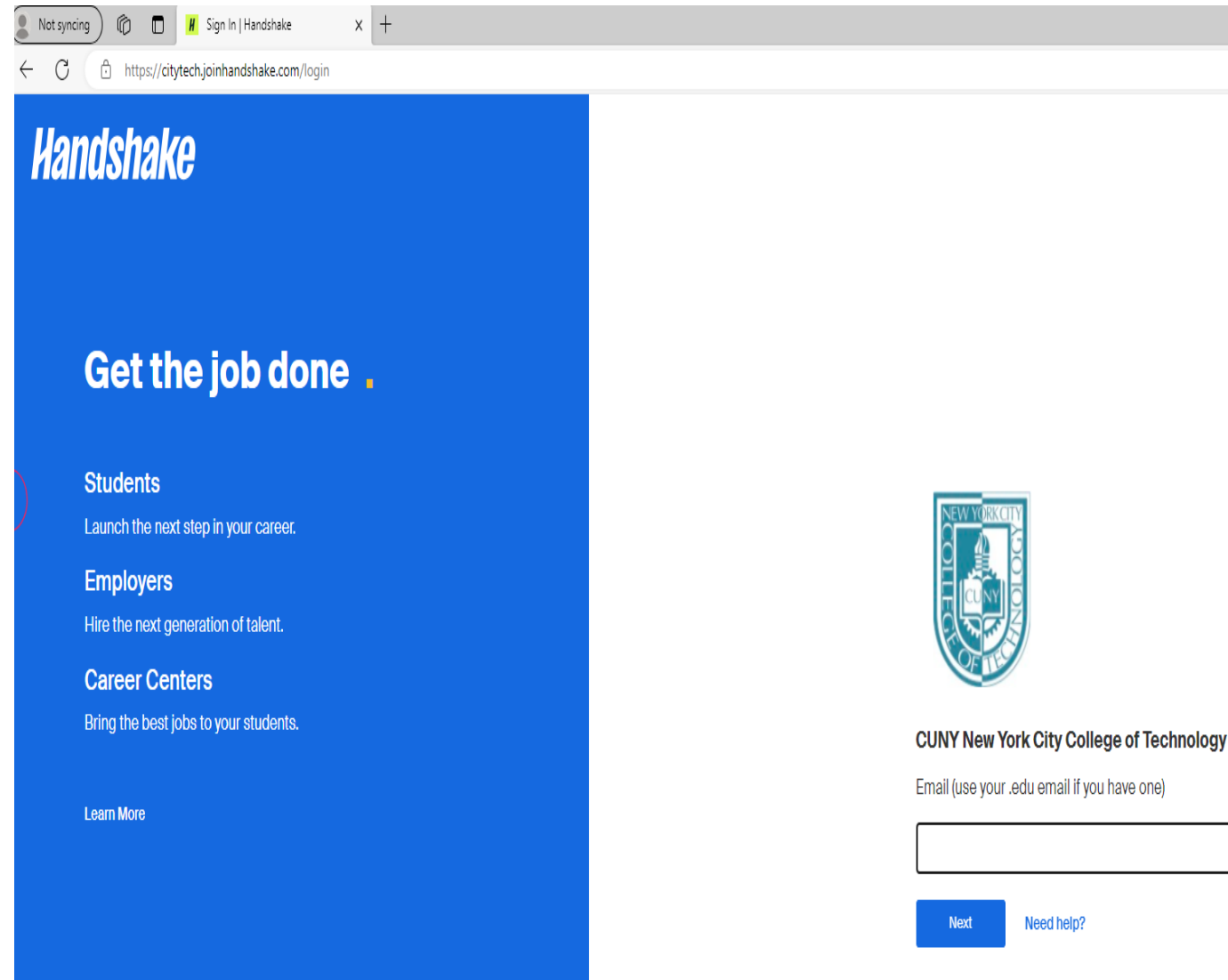
Career Advisement for City Tech Students & Alumni

- **Explore Majors, Interests & Values**
- **Develop Career Path Through A Multi-Step Process**
- **Identify & Apply for Internships and Search For Employment**
- **Prepare for Interviews Using Career Competency Tools and Techniques**
- **Explore Graduate School Options**
- **Attend Virtual Workshops & Employer Info Sessions**
- **Gain Unique Access to Employers & Organizations**

What Is Handshake?

Handshake is a tool to help City Tech students

- Explore career options
- Find jobs and internships
- Connect with employers



The screenshot shows a web browser window with the URL <https://citytech.joinhandshake.com/login>. The page features a blue header with the "Handshake" logo. Below the header, the main content area is white and contains the following text:

Get the job done .

Students
Launch the next step in your career.

Employers
Hire the next generation of talent.

Career Centers
Bring the best jobs to your students.

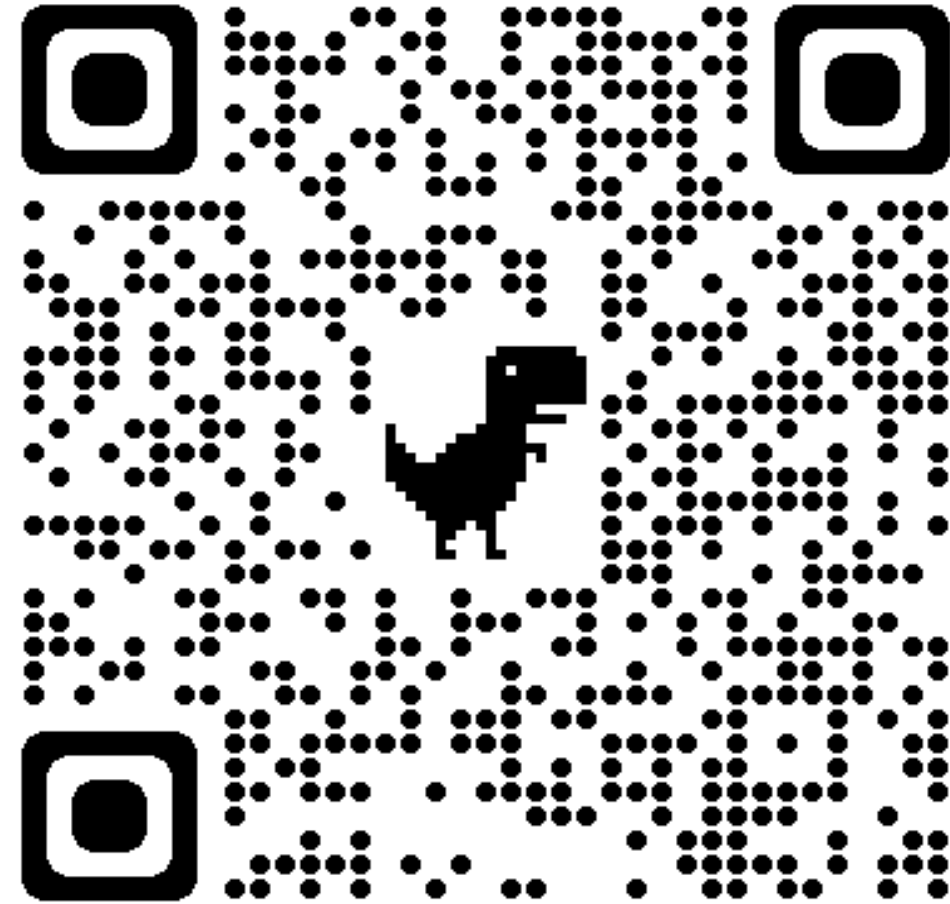
[Learn More](#)

On the right side of the page, there is a CUNY New York City College of Technology logo, the text "CUNY New York City College of Technology", and a prompt "Email (use your .edu email if you have one)" above an empty input field. Below the input field are two buttons: "Next" and "Need help?".

Here's How You Get Started:

- Log on to <https://citytech.joinhandshake.com/> (using your **City Tech email address**)
- Activate your account
- Update your profile and your notification preferences so that employers can view your profile




Handshake



Scan me



Building Your Handshake Profile

- Add a Professional Profile Picture
- Education Section
- Volunteer/Work Experience
- Organizations and Extracurricular Activities
- Skills, Documents, Courses, and Projects

Nelly Marie
CUNY New York City College of
Technology
Bachelors, Computer Systems
BTECH
Graduates June 2023
Senior

Your profile is 15% complete

[Add Primary Education](#)


[Add Work Experiences](#)

My Journey

What are you passionate about? What are you looking for on Handshake? What are your experiences or skills?

Type your introduction...

Education

 **CUNY New York City College of Technology** primary education

Bachelors
Sep 2019 - Jun 2023
Major in Computer Systems BTECH

[Add School](#)

Maximize Use of Handshake via The Career Center:

✓ Schedule an Appointment

✓ Access Resource Content

✓ RSVP for Virtual Events

The screenshot shows the LinkedIn profile for CUNY New York City College of Technology. At the top, there are navigation links for 'Jobs', 'Events', and 'Employers'. In the top right corner, there are links for 'Inbox' and 'Career Center', with a yellow arrow pointing to 'Career Center'. The main profile area includes the college's logo and name, 'CUNY New York City College of Technology'. Below this, there are three buttons: 'Appointments' (with a right arrow), 'Resources' (with a right arrow), and 'Surveys' (with a right arrow). Each button has a brief description: 'Appointments' is for scheduling time with experts, 'Resources' is for reading curated content, and 'Surveys' is for answering questions.

Career Competencies

Employers emphasize Eight essential employability qualities for “career-ready” applicants.

Critical Thinking/ Problem Solving



- Exercise sound reasoning to analyze issues, make decisions, solve problems, and think on your feet

Teamwork/Collaboration



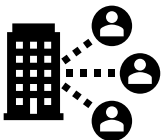
Work within a team structure to achieve a common goal

Leadership



- Ability to coach and develop others, along with organizing, planning, prioritizing and delegating work

Career Management



- Self-advocate for opportunities in the workplace



Oral/Written Communications

- Communicate thoughts and ideas clearly and confidently to others through public speaking, emails, letters, and reports

Technical Application



- Use existing technologies ethically and efficiently to solve problems, complete tasks, and accomplish goals

Professionalism/Work Ethic



- Demonstrate personal responsibility and work productively with others

Global/Intercultural Fluency



- Demonstrate the ability to interact respectfully and understand individuals' differences

Professional Development Center – Career Services

Fall 2023 Appointment Schedule

Current City Tech students & alumni may request 1-on-1 appointments to meet with a PDC Career Advisor via Handshake.



Monday, Tuesdays, Thursdays, and Fridays

**Dates & times are subject to change
(PDC services are unavailable when the college is closed)*

Schedule an appointment with a PDC Career Advisor TODAY!

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.

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

- ▶ Get Started with PDC & Handshake
- ▶ Exploring: Majors, Interests, and Values
- ▶ Check-in
- ▶ Job and Internship Search
- ▶ Creating a LinkedIn Profile
- ▶ Resume Critique/Review
- ▶ Cover Letter Critique/Review
- ▶ Grad School Advising
- ▶ Interview Preparation*
- ▶ Mock Interview*

*By email request only

All appointments must be requested through Handshake.

Log on to
<http://citytech.joinhandshake.com/>

Need help requesting an appointment?

[CLICK HERE](#)

Fall Update:

Fall 2023 appointments will **begin Monday, September 11, 2023** and **end on Friday, December 1, 2023**.

Career Advisor Availability

Appointment Schedule

DAY	TIME
Monday	10:00AM – 5:00PM
Tuesday	10:00AM – 5:00PM
Thursday	10:00AM – 5:30PM
Friday	10:00AM – 3:00PM

We're with you every step of the way!

Contact PDC at pdcc@citytech.cuny.edu | www.citytech.cuny.edu/pdc

City Tech Students and Alumni:

Virtual career events will be interactive, fun, and a great learning experience to prepare you for your career journey.

SEP.
22

Meet the PDC Career Advisors

FRI | 12:00PM – 1:00PM EST

[REGISTER](#)

Meet the Career Advisors of City Tech's Professional Development Center. You will hear from PDC's Career Advisors and gain tips and advice on how to prepare for your career journey!

NOV.
03

Elevator Pitch

FRI | 12:00PM – 1:00PM EST

[REGISTER](#)

In this session, students will learn how to create an impressive 30-second pitch to confidently market their experiences and skill sets - the Elevator Pitch is an essential part of career planning.

OCT.
12

Building an Effective Handshake Profile

THUR | 5:00PM – 6:00PM EST

[REGISTER](#)

There are more than 500,000 employers on Handshake. Learn about how an effective Handshake profile can increase your chances of connecting with these employers.

NOV.
09

Create/Refine Your Resume

THUR | 5:00PM – 6:00PM EST

[REGISTER](#)

In this session, students will learn how to create a stand-out resume to use for internships, future employment, and more! Get tips on format, style, and how to build a strong resume to best reflect your skills and interest.

OCT.
26

Pave Your Way – Career Planning 101

THUR | 5:00PM – 6:00PM EST

[REGISTER](#)

Students will learn about what it takes to explore their interests and prepare for their future career. Find out more about career road mapping and steps to take during your journey at City Tech.

Log in to Handshake
and don't miss out on
important events!

[LOG IN](#)



CONTACT US



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pdc@citytech.cuny.edu



www.citytech.cuny.edu/pdc



Thank You!