The Professional Development Center (PDC) – Career Services

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PROFESSIONAL DEVELOPMENT CENTER

NEW YORK CITY COLLEGE OF TECHNOLOGY
CITY TECH

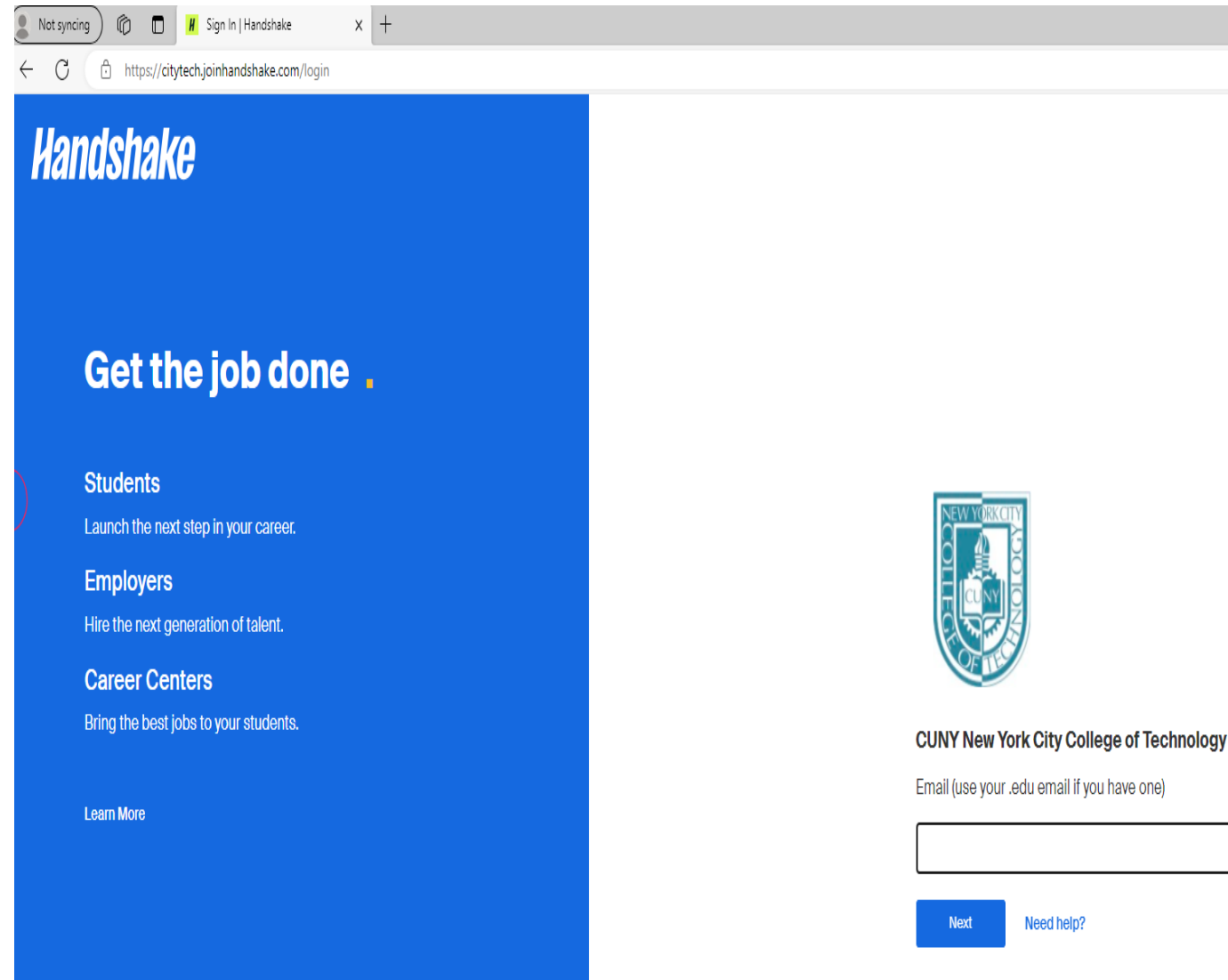# Career Advisement for City Tech Students & Alumni

- 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**

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
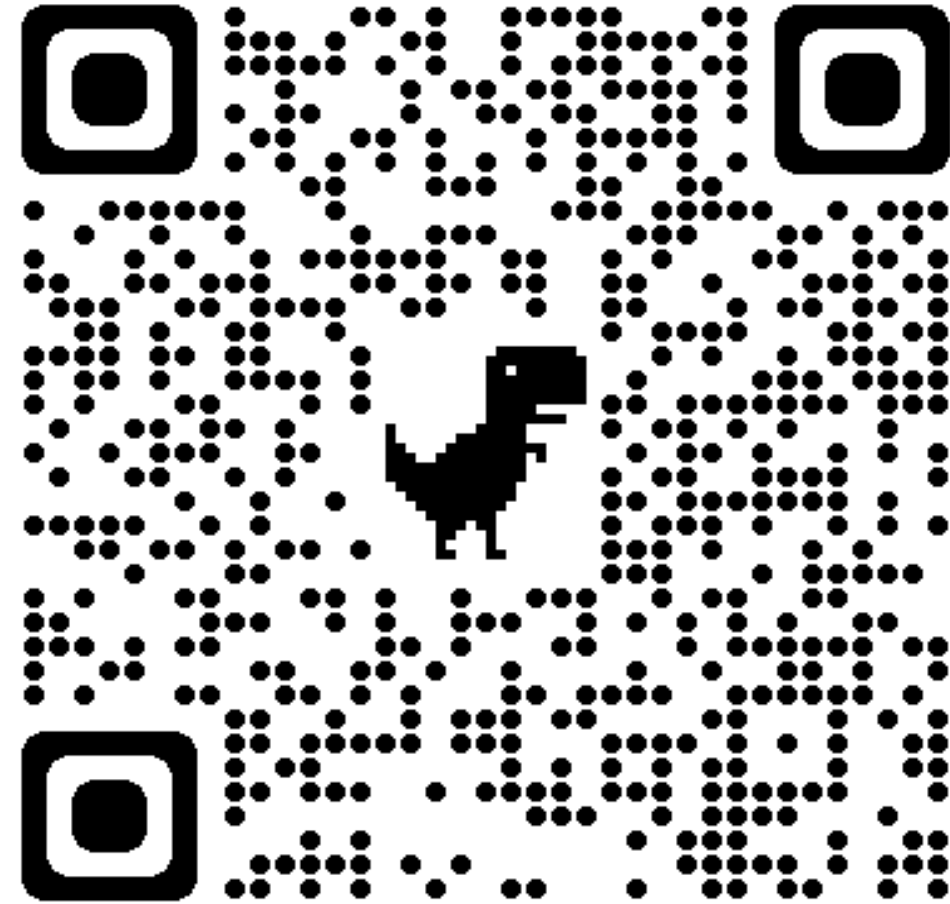
Scan me

Building Your Handshake Profile

- **Add a Professional Profile Picture**

- **Education Section**

- **Volunteer/Work Experience**

- **Organizations and Extracurricular Activities**

- **Skills, Documents, Courses, and Projects**

Maximize Use of Handshake
via The Career Center:

✓ **Schedule an Appointment**

✓ **Access Resource Content**

✓ **RSVP for Virtual Events**

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
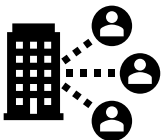
- Self-advocate for opportunities in the workplace

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

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Schedule an appointment with a PDC Career Advisor TODAY!

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)*

PROFESSIONAL DEVELOPMENT CENTER

NEW YORK CITY COLLEGE OF TECHNOLOGY

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

We're with you every step of the way!

Contact PDC at pdc@citytech.cuny.edu I www.citytech.cuny.edu/pdc

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

CAREER SERVICES

**Professional Development Center
Virtual Workshop Schedule Fall 2023**

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TECHNOLOGY

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!

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.

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.

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.

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.

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

LOG IN

NEW YORK CITY COLLEGE OF TECHNOLOGY
CITY TECH

CONTACT US

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 pdc@citytech.cuny.edu

 www.citytech.cuny.edu/pdc

Thank You!