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
Jobs related resources

- LionSHARE
- 4 Career Fairs
- Employer Information Sessions
- On Campus Recruiting/Interviewing
- On Campus jobs
Career Fairs @ Lerner

Fall 2014 Events:

Fall Career Fair:
Fri, Sept 19th, 11AM – 4PM

Engineering Consortium Career Fair:
Fri, Oct 17, 10 AM – 4 PM
Career Fair
Making the Most of the Fall Career Fair:
Thurs Sept 18, 4 - 5 p.m., CCE Conference Room

Making the Most of the ECCF:
Wed Oct 15, 4 - 5 p.m., CCE Conference Room

Engineering Career Fair Networking Reception
Thurs Oct 16, 8 – 9:30 p.m., Faculty House
Your Counseling Options
Quick Questions
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

CAREER PLANNING GUIDE 2014–2015

COLUMBIA UNIVERSITY CENTER FOR Career Education
Where we are
East Campus, Lower Level
(212) 854-5609
careereducation@columbia.edu
www.careereducation.columbia.edu

Monday – Friday, 9am-5pm
Wednesdays (during the semester), 9am-8pm
Walk-Ins, 1pm-4pm
Questions?