

Get Career Fair READY!

Office of Career Planning & Professional Development

careerplan@gc.cuny.edu

The Graduate Center, room 3300.08

<https://careerplan.commonsgc.cuny.edu/>

The Office of Career Planning & Professional Development serves all students and alumni from the CUNY Graduate Center; our services include:

- **One-on-one career advising sessions** (typically 45 minutes) focused on job search, career concerns, and career self-assessment
- **Career events** featuring alumni and others from various industries, such as big data, government, and community colleges, to name a few
- **Website** with Handshake, information and blog posts on a variety of career-related topics, including faculty and non-academic job search advice, information on specific career fields
- **Workshops and webinars** highlighting career development and job search basics (e.g., writing a CV or resume, the nuts and bolts of the academic job search)
- **Handshake** platform listing internships and job postings specifically for GC students as well as events



Webinar Recordings

- This presentation is being recorded
- We will send the recording, the presentation slides, handouts, and resources to all registrants within 1 week
- The recording will be available on our website along with 45+ previously recorded webinars available for listening in our Webinar Library

Examples include: Preparing for the Academic Job Market, How to Network and Build Your Connections, Mastering the Job Interview

Webinar Library:

<https://careerplan.commons.gc.cuny.edu/services/webinars>

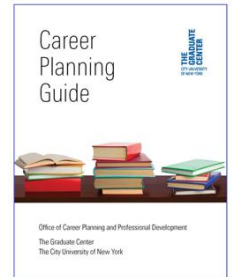


Career Planning Guide

An introduction to common career-related topics, including:

- Career exploration, networking, applying for grants, job searching, preparing written materials, and interviewing
- Samples of job search materials from GC students

<https://careerplan.commonsgc.cuny.edu/resources/guide>



Alumni Aloud Podcast

Interviews (100+) with alumni in various fields who share their career journeys and tips for the job search – *examples include:*

- Art History at MoMA
- Economics and Sociology at IBM
- Biology at U.S. Fish and Wildlife

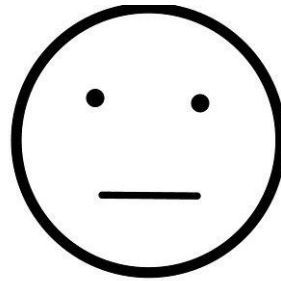
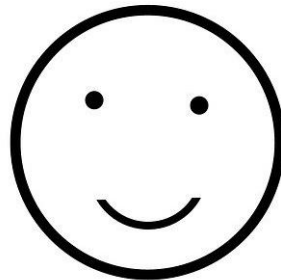
<https://careerplan.commonsgc.cuny.edu/services/alumni-aloud>

Workshop Agenda

- **Resume Basics & Prep**
 - Basics and Goals
 - Preparation Exercises
 - Tailoring
- **Resume Structure**
 - Visuals
 - Sections
- **Resume Content**
 - Summary Statements
 - Bullet Points
 - Graduate School Experience
- **Career Fair Tips**



Poll – Do You Have a Resume?

☐☐☐

Resume Basics & Prep



Resume Basics

What is a resume?

- A marketing tool
- Focuses on **skills** and **accomplishments** gained from your professional experiences (jobs, internships, volunteering, academics, classes, projects)
- Tailored to a particular opportunity
 - Who is your audience?
 - What do they care about?
 - What do they want?
- Results in getting noticed and contacted for an interview



CV vs Resume

	CV	RESUME
Audience	Mostly academic	Non-academic
Goal	To demonstrate your depth of knowledge and contribution to a field by listing your full academic history	To demonstrate your fit for a job through your skills, knowledge, and experiences
Focus	Your academic achievements and scholarly potential	Your experiences – job-related, volunteer, academic and other projects – and skills you have gained from these
Content	Contains everything: a record of your academic scholarship and achievements (teaching, research, publications, presentations, awards, grants, fellowships, service)	Contains highlights of your experiences that are most important and relevant to the position (paid and unpaid work, volunteering, projects, consulting, freelance, service)
Length	As long as needed	1-2 pages

**Adapted from: Bowling Green State U (BGSU) Career Center Presentation March 30, 2017 and Derek Attig's Resume for Humanists Presentation on March 3, 2021*

Sample Graduate Student Skills

Synthesize large amounts of information from various sources

Plan, organize and manage multiple projects, , including developing goals & timelines

Write, edit, and communicate to a wide variety of audiences

Present complex information in an understandable way

Assess and evaluate students' learning and progress

Conduct research (qualitative/quantitative) on specific topics

Analyze and interpret data using different software

Collaborate on projects and work independently

Curate objects, information, and ideas

Supervise and train other lab workers

Apply digital and design tools for communication

Speed read and apply information quickly

Facilitate discussions and coordinate events and panels

Tailoring Your Resume



What is the employer looking for?



What do you offer?



What is the match between what the employer wants and your skills, knowledge, and experience?



Translate your experience - use their language where possible (action verbs, key words, skillsets)



Consider other sections: Summary, Relevant Coursework, Project Experience, Technical/Other Skills - add specific skills or to expand on relevant employer objectives

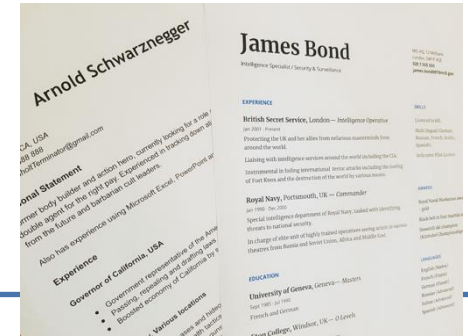
CAREER FAIR – EMPLOYER AND POSITION ANALYSIS

JOB RESPONSIBILITIES & REQUIREMENTS <i>(Skills, knowledge, traits, and education listed on job posting)</i>	MY EXPERIENCE WITH REQUIREMENT <i>(If none, list other related evidence)</i>	SKILLS AND ACTION VERBS TO EMPHASIZE <i>(Ways to demonstrate my knowledge, traits, education, or experience with skill)</i>
• Identify key sources of information • Conduct research, analyze developments in field • Track and assess info from many sources	• Thesis/dissertation • Other research or projects	• Identify sources of information • Analyze sources, data • Synthesize information from many different sources • Conduct research • Conceptualize findings and calls for action
Job/Employer 1:		
Job/Employer 2:		
Job/Employer 3:		
Job/Employer 4:		
Job/Employer 5:		

Resume Structure



Visual Appeal



One to two pages

Section headings should stand out

White space (.5" + margins) and some spacing between sections

Bullet points, not paragraphs

Emphasis tools (**bold**, underline, *italics*)

10 – 12 point font size, standard font style

Pay attention to top and left sides (F shape)

Resume Content & Sections

Standard Sections & Content:

- Name
- Contact info : Email, phone #, LinkedIn address, web site
- Education
- Work experience or experience sections
- Skills (Additional)

Do NOT Include:

- Your birthdate, a photo, marital status, family info, citizenship, or references

Optional Sections & Content:

- Summary
- Education Section: Relevant coursework
- Experience Section:
 - Research experience
 - Teaching experience
 - Internship experience
 - Fellowships
 - Projects: consulting, freelance, side projects, writing, blogging
- Service: volunteering, professional associations, academic service, community involvement
- Leadership and other activities
- Other training/professional development
- Certifications/licenses
- Honors and awards
- Publications and presentations
- Professional affiliations

Sample Tailored Experience Category Headers:

- Academic Project Experience
- Research Experience
- Teaching Experience
- Communication Experience
- Higher Education and Teaching Experience
- Writing and Editing Experience
- Student Engagement Experience
- Event Planning and Service Experience
- Curriculum Design Experience

Resume Sections - Caroline

Summary

Education

Research and Project Management

Health and Education Consulting and Evaluation

Teaching and Academic Experience

Selected Writing and Presentations

Skills

CAROLINE CANDIDATE, PH.D.

123 WILLOW LANE • RIVERBROOK, NY 10000
cstudent@gmail.com • (123) 456-7890 • candidatestudent.org

 PROFILE

Doctorate in social science with broad experience in research, policy, and evaluation in the areas of health, media and communications, information technology, and education. Expertise in qualitative and survey research methods. Well-rounded research experience at the local, state, and national levels. Seeking to apply skills, knowledge, and experience to health research and policy.

 RESEARCH AND PROJECT MANAGEMENT

CUNY School of Public Health and The Graduate Center of the City University of New York, NYC

Research Associate and Project Director (2014)

- Oversaw daily operations for JustPublics@365, a Ford Foundation grant-funded project (\$550,000) that fosters partnerships among academics, media outlets, and community social justice activists.
- Coordinated workshops and events; created resources, online content and multimedia projects; collaborated with partners; directed communication.

Psychology Department, The Graduate Center of the City University of New York, NYC

Principal Investigator (2013)

- Designed and conducted original, mixed-methods research about health information and social media (Ph.D. dissertation). Specifically, the project examines personal blogs about chronic illness in the context of participatory health care.

Interactive Technology & Pedagogy Program, The Graduate Center of the City University of New York, NYC

Research Fellow (2012-2013)

- Co-founded and managed a collaborative of interdisciplinary digital scholars at various career stages.
- Designed and administered campus-wide survey to gauge need for academic support of digital research.
- Produced report for university administration with recommendations for where funding is most needed and how digital scholarship can be better supported throughout the university.

 HEALTH AND EDUCATION CONSULTING AND EVALUATION

Research Associate for AlgoRhythm (2014), *New York Academy of Medicine* (2011; 2014), *Mt. Sinai Medical Center* (2007), NYC

- Conducted background research on topics such as physical activity and nutrition interventions.
- Assisted with developing assessment guidelines for community health programs.
- Conducted more than 100 interviews with a broad range of participants.
- Analyzed data and reported results that informed reports and peer-reviewed articles.
- Coded interview and focus group transcripts using NVivo 8 software.

Summary Statement

- **Can be called:** Summary of Qualifications, Career Profile, Strengths and Interests, Career Highlights
- **Length:** 3-5 sentences
- **Format:** Paragraph or bullet points
- **Purpose:** Summarizes your professional role, skills, knowledge, and experience that you possess; helps employers to quickly understand what you offer

PROFILE

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Resume Bullet Points



Prioritize your key/relevant skills and experiences



Incorporate job and industry keywords



Start bullet points with strong action verbs



****What you did (verb) + How you did it (skills tools) + Results/
Outcomes/Impact (quantify if possible)****



Organize bullets most to least relevant

PARS Example

P = Problem	Organization needed funding for a new initiative
A = Action	Researched and identified a new funding opportunity; wrote grant application
R = Result	Secured funding and was able to start new program
S = Skills	Initiative, research, organization, writing, knowledge of funding and grant applications
Draft Bullet Point	Researched and identified funding source, wrote and edited grant application, and secured \$500K in funding to develop and launch inaugural teaching program

Reframe Graduate Work

EXPERIENCE

The Graduate Center, CUNY, New York, NY, 2018-2023

PhD Graduate Student

- Designed and delivered undergraduate instruction in Italian and French across entry and advanced levels, teaching 100+ students and driving measurable gains in language proficiency.
- Developed full-course curricula and assessment frameworks—including syllabi, learning objectives, and evaluation tools—to track performance and provide student feedback.
- Conducted international research at national libraries across 3+ European countries, strengthening expertise in archival analysis, project management, and writing.
- Presented peer-reviewed research at two academic conferences and organized an international expert panel, coordinating speakers, content themes, and event logistics.

CAREER FAIR TIPS



SPRING CAREER FAIR
2026

CUNY GRADUATE CENTER

Friday, March 6
10:00 a.m. – 1:00 p.m.

**Graduate Center,
C Level**

Register or Sign Up Today ➔



or visit
cuny.is/careerplan

**Attend the 2026
Spring Career Fair!**

Meet employers from:

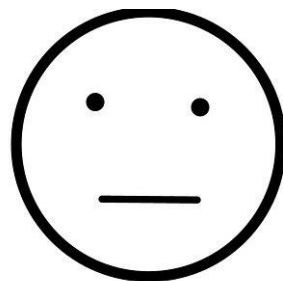
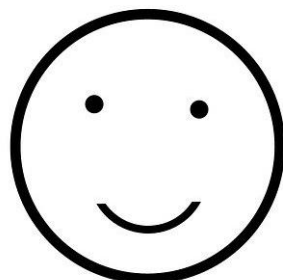
- Local businesses
- Government agencies
- Nonprofit organizations

Explore opportunities for:

- Full-time roles
- Part-time positions
- Internships

DON'T MISS OUT

Poll – Have you been to a career fair in the past?

☐☐☐

Purpose of a Career Fair

- Gather information about employers and jobs
- Network (build contacts with recruiters and hiring managers)
- Look for a job or internship
- Practice and improve your verbal communication skills



Reasons Employers Attend

- Promote current openings
- Meet prospective candidates
- Increase visibility to candidates
- Promote future openings



Before the Career Fair



Research the organizations and employers that will be at the fair



Create a personalized strategy



Prepare and practice your introduction and answering some general interview questions



Prepare questions to ask employers



Update your resume, LinkedIn profile/website keeping the employers in mind that you plan to talk to



Select and prepare your outfit: business casual attire

Business Casual Attire

Category	Acceptable items	Generally excluded items
Tops	Collared shirts (button-down, polo), blouses, sweaters, cardigans, blazers.	T-shirts (unless layered), athletic hoodies, low-cut or spaghetti-strap tops (unless layered).
Bottoms	Dress pants, slacks, chinos, khakis, knee-length or midi skirts/dresses.	Shorts, miniskirts, cargo pants, sweatpants, leggings (as pants), ripped jeans.
Footwear	Loafers, oxfords, flats, dressy boots, closed-toe low heels.	Flip-flops, athletic sneakers (unless stylish and clean), overly flashy or sequined shoes.



Sourced: salary.com & forage.com

Handshake Career Fair Information



Explore

Feed

Inbox 12

Jobs

Events

People

Employers

Career center

Handshake AI

Events



CUNY GSUC collections

Category

Medium

Date

Employer

More filters



Career fairs
at your school →



Career center
employer events →



Career center
guidance events →



Events hosted
by employers →

All events



Interview Prep NYC



Interview Preparation One-On-One Coaching

Virtual · Tue, Apr 16 - Thu, Dec 31

[GUIDANCE](#)

Event is today!



+15



CUNY Spring Graduate Career Fair 2026

In-person · Fri, Mar 6 · 10 AM EST

[CAREER FAIR](#)



34 students going



Deloitte



Explore Deloitte: Elevate Your Candidacy (Option 2)

Virtual · Thu, Feb 19 · 4 PM EST

[EMPLOYER INFO](#)

[GUIDANCE](#)



302 students going



Explore

Feed

Inbox 12

Jobs

Events

People

Employers

Career center

Handshake AI



CUNY Spring Graduate Career Fair 2026

Save

Registration currently closed



CUNY Graduate Center
Organizer



Fri, Mar 6, 2026
In 23 days



In Person

365 5th Avenue, New York City, New York 10016, United States

Details **Employers** Jobs

Search employers...



Employers I follow

Filters



ArtTable, Inc.



1 East 53rd Street, 8th FL New York, NY 10022

Follow



<https://www.arttable.org>



Government & Industry - Friday, Mar 6, 10:00 am - 1:00 pm EST

ArtTable is the foremost professional organization dedicated to advancing the leadership of women and nonbinary professionals in the visual arts. Through our membership network and community initiatives, we expand professional opportunities for women and nonbinary professionals from diverse backgrounds and at all stages of their careers, sup

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More

1 session

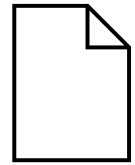
Sample Introduction to Employers

My name is Caroline Candidate, and I'll be graduating from the CUNY Graduate Center in December 2027 with a PhD in Psychology. I have experience in research, policy, and evaluation in the areas of health, communications, and education. Most recently I served as a director of a Ford Foundation grant-funded project for the CUNY School of Public Health. I have been following the work that the Robert Wood Foundation has been involved in and am very interested in your Research Analyst role. Can you tell me more about it?



What to Bring

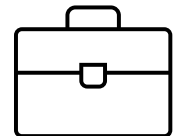
Copies of your resume + electronic copy ready



Pen/pencil and paper for notes



Small bag (for giveaways)



Prepare Questions to Ask

I read about Project ABC on your web site. Can you tell me more about it?

What types of projects does someone in position XYZ typically work on?

Can you share more about the recruitment and interview timeline for this role?

What challenges is your organization expecting to tackle in the next few years?

What would you like candidates who are thinking about applying to know or understand about your organization?

What have you enjoyed about working at this organization?

Practice Answering Questions

Tell me about yourself.

Tell me more about your specialties/research and your studies.

What interests you in our company/organization?

Walk me through your resume/experiences.

What types of opportunities are you looking for?

At the Fair

Follow your personalized strategy and also network widely

Locate the organizations that you want to speak to (start with a few organizations that are not high priority as warm-up)

Introduce yourself to employers, make eye contact, offer a firm handshake, show enthusiasm, and share your resume if requested

Jot down a few notes about your interaction

Move on to the next employer

Ask a few questions based on your previous research politely and concisely

To end the conversation, thank the employer and gather contact information for follow-up



After the Fair

01

Send thank you notes:

Refer to your conversation at the career fair (check your notes)

02

Connect with employers on LinkedIn:

Personalize the message and mention meeting them at the career fair

03

Take action:

Apply for a position or take steps advised by employer. Stay engaged!

Suggested Next Steps

- Update your resume keeping your career fair goals and employers in mind; schedule an appointment with a career adviser to have your resume reviewed if desired
- Devise a list of employers you'd like to talk to at the fair and conduct research on them as well as any roles in Handshake
- Create your list of questions you can ask each employer; practice answering some standard questions; and create your introduction
- Come to the fair prepared with your lists, research, and questions



Questions?

