Career Resources for Students

Purple Briefcase
Purple Briefcase is an important source of information, career related events, and career exploration tools. Purple Briefcase is Albright’s main platform for posting internship and full-time positions posted by employers. Purple Briefcase also includes career assessments, interview practice, guides, tip sheets, and videos on various career-related topics. You can schedule an appointment with a career counselor or study abroad advisor, chat with a career professional, RSVP for ELCDC events, and schedule interviews with employers, all through Purple Briefcase. Download the free app for even more access to ELCDC Facebook, Twitter, Blog and more!

How to Choose Your Major
Explore what goes into making a decision... interests, skills, values, etc. Learn about what resources can help you make your decision (including career assessments, career counseling, informational interviews, and internet and book resources). Attend a Major Decisions Workshop and/or complete the choosing your major self assessment guide available through Purple Briefcase at www.albright.edu/purplebriefcase or through the Albright Purple Briefcase app. Additional resources are available at http://albright.edu/elcdc/cd/major-and-career.html.

Career Interest and Skills Assessment
Attend the “Major/Career Test” or if not able, schedule an individual appointment or take the assessment through Purple Briefcase at www.albright.edu/purplebriefcase. Career assessments are used to assist students in discovering skills, interests, and personal qualities as well as majors and careers that may be compatible with these qualities. Students unsure of their major or who are considering changing majors often take assessments to assist in this process.

WCIDWAMI – What Can I Do With A Major In...?
Spend some time reviewing the What Can I Do With A Major In . . . ? Career Guides available at http://www.albright.edu/academics/wcidwam/.

Informational Interview
Informational Interviewing is meeting with people working in their field to learn about their job, ask questions, and get some career and/or job/internship search advice. The Networking in Informational Interviews Guide and many other related resources are available through Purple Briefcase at www.albright.edu/purplebriefcase or the Albright Purple Briefcase app.
Resume Creation
Students should attend a Resume Workshop prior to having an individual appointment with a counselor. If you are creating a resume from scratch, first review “Your Resume...Acceptable or Exceptional” Guide through Purple Briefcase. If you have written a resume, you should attend a Resume Workshop which focuses more on developing an effectively worded resume. Finally, drop by with your resume and have it critiqued by one of our career counselors at scheduled Resume Doctor days/times. Many other related resources are available through Purple Briefcase at www.albright.edu/purplebriefcase or the Albright Purple Briefcase app. Visit our events on Purple Briefcase for a complete list of workshops.

Resume Doctor
Drop by with your resume and have it critiqued by one of our career counselors on the spot. Visit our events on Purple Briefcase for a complete list of dates/times.

Cover Letter Writing and Critique
Do you have a ‘template’ cover letter that you use when applying to jobs or internships? That might not be the most effective way to get you an interview! Review the cover letter writing guide as well as many other related resources available on our website or through Purple Briefcase, and schedule an individual appointment with a career counselor. Visit our events on Purple Briefcase for a complete list of workshops.

Interview Skills
What are some common interview questions? What are effective ways to answer difficult questions? All students planning on interviewing for internships and full-time jobs are encouraged to attend an Interview Skills appointment with a career counselor. Students planning on participating in On-Campus Recruiting are required to attend. The information guide covers questions, possible answers, body language, and interview attire. Many other related resources are available through Purple Briefcase at www.albright.edu/purplebriefcase or the Albright Purple Briefcase app.

Mock Interview
Schedule an individual appointment where the counselor will act as an employer and ask you questions you might receive in an interview. After the “interview”, the counselor will offer you feedback about your strengths and areas to improve. Mock interviews are great practice, often increase students’ confidence, and offer the rare opportunity to receive feedback about interviewing etiquette and answers to questions.

Salary Negotiations
Do you know how much you are worth in this area? What about Philadelphia versus New York City versus Los Angeles? Get the resources you need to be prepared to talk salary with employers. When an employer offers you a salary, do you know how to counter-offer to see if you can get a higher salary? Schedule an appointment with a career counselor to build confidence in future negotiations.

How to Prepare For Your Internship
Schedule an appointment with a career counselor to learn more about what to do and what NOT along with tips to help you get the most out of your internship. Many other related resources are available through Purple Briefcase at www.albright.edu/purplebriefcase or the Albright Purple Briefcase app.
Networking
What is an “Elevator Speech” or “One-Minute Commercial”? It is basically your ‘sales pitch’ about what skills and qualities you have and why you would be a good candidate for an internship or full-time position. Learn how to develop a one-minute commercial as well as how to break into conversations at a networking or social event by reviewing our tip sheets and the many other related resources available through Purple Briefcase at www.albright.edu/purplebriefcase or the Albright Purple Briefcase app.

So You Think You Can Network
Fall only. Open to Juniors and Seniors. Pre-Registration is required. Alumni and Employers come to campus. Students come with a prepared one-minute commercial. During the event, students rotate tables, talking with many different employers, and getting feedback about their one-minute commercial, as well as internship and career advice! Networking and hors d’oeuvres time after the speed networking rounds!

Job & Internship Searching
There are more ways to search than just the internet! Attend the Job & Internship Searching Workshop to learn about the many different ways to search for a job or internship and discusses which methods are most successful! Gain insight into analyzing a job ad, relating your skills and experience, and gearing your cover letter toward individual jobs. If you are unable to attend one of the Job and Internship Searching Workshops, make an individual appointment with a counselor. Many other related resources are available through Purple Briefcase at www.albright.edu/purplebriefcase or the Albright Purple Briefcase app.

On-Campus Recruiting (Jobs & Internships)
Fall (October and November) and Spring (March and April). Employers come on campus to recruit Albright students for full-time and internship positions. Check Purple Briefcase frequently for new employers/positions who will be visiting campus to interview YOU. Students are required to get their resume critiqued and submitted in advance of the interview and attend an appointment with a career counselor.

Career Fairs
Albright participates in several career fairs during the year. Visit our events on Purple Briefcase for a complete list of internship/career events.
- February – LVCCE – Lehigh Valley Career Consortium Expo (jobs and internships) – Allentown. Transportation is available.

ArtSearch
An online national employment bulletin for the arts, with positions in theatres, performing arts centers and other arts organizations. Contact the Experiential Learning and Career Development Center for the user ID and password.

Environmental Careers Opportunities
A monthly online publication of hundreds of positions in the environmental field. Contact the Experiential Learning and Career Development Center for the user ID and password.
Graduate School Fair
Fall only. We invite 600 graduate schools in all disciplines from all over the country to attend in an effort to have schools available to all majors. Please set up an appointment with a counselor to learn how to find other schools that did not choose to attend our fair.

Graduate School Information, Application, and Writing a Personal Statement
Schedule an individual appointment. We can provide: 1) resources to assist students in identifying graduate school programs in their desired fields, 2) information about the application process and deadlines, and 3) tips for writing an admission/personal statement. Guides for graduate school admission exams, the graduate school application process and writing a personal statement are available on our website or through Purple Briefcase.

Road to the Real World: Professional Development and Dining Etiquette Event
Spring only. Open to Seniors and Juniors. Pre-registration is required. An all-day event including an overview of interview preparation, finding appropriate opportunities, and developing your personal brand. Event includes breakout sessions and an etiquette lunch.

Workshops on Wheels
Imagine having the Experiential Learning and Career Development Center deliver a workshop on one of over 10 topics to your student organization, residence hall, class, club, chapter, team, group or department! Imagine no more! The Experiential Learning and Career Development Center is proud to offer Workshops on Wheels, an exciting - and free - way for your organization or group to provide a valuable career-related service in the comfort of your own residence hall, weekly meeting room, classroom, or (just about) anywhere else. Learn more or order a workshop now at http://www.albright.edu/elcdc/cd/workshops-on-wheels.html.