CREATING YOUR CAREERS

Getting Started
Take the Focus2 career assessment to help you choose a major and explore career options. Register for a Handshake account to begin searching for jobs and internships!

Choosing/Changing a Major
Aren’t sure where to start with picking a major or want to switch tracks? The ELCDC can help you figure out the perfect fit for you! We also offer unique co-major options so the possibilities are limitless!

Internships/Jobs
Internships help you gain valuable experience in finding a job! Albright has a streamlined and stress-free internship process where you can get experience and earn academic credit!

Resume/Cover Letters
The basis of any career development is a strong resume and cover letter. The ELCDC can assist with all stages of the process, from creating it to final proofing.

Interviews
The ELCDC can help you with interview prep, mock interviews, and more. Schedule an appointment with a Career Coach to hold a mock interview or a workshop to learn about interviewing 101.

Grad School
Schedule an appointment with a Career Coach to discuss grad school options, the application process, and writing a personal statement.

Experiential Learning
A ‘hands-on’ approach which includes activities and experiences that enhance in-class learning. 
- ACRE summer research projects
- Study Abroad
- Honors Program
- Internships
- Service Learning
- Undergraduate Research

For more information, visit www.albright.edu/about-albright/offices-departments/elcdc/
Register for an Albright Handshake account and follow the ELCDC Canvas page.

Take a career assessment to help figure out your interests using Focus 2.

Review the 'How to Choose Your Major' tip sheet on our website.

Schedule an appointment with a Career Coach through Handshake to talk about your career options.

Attend Career and Internship fairs on campus.

Visit the ELCDC to have your resume reviewed or to create one with a career counselor.

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@AlbrightELCDC

Contact us!
phone: (610) 921-7630
daytime: 610-358-4533
email: elcdc@albright.edu
ACTION PLAN
SOPHOMORE YEAR

Declare your majors/minors or speak with a Career Coach if you're undecided.

Join campus clubs & organizations. Consider taking on a leadership role in your organization.

Reach out to alumni or professionals in the field you're interested in.

Create your professional LinkedIn profile.

Network during campus Career and internship fairs.

Gain hands-on experience through internships, study abroad, ACRE, or other experiential learning opportunities.

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ACTION PLAN
JUNIOR YEAR

- Update your resume, references, and create a cover letter.
- Take an officer position in your clubs/organizations.
- Continue networking and gaining experience through internships, study abroad, ACRE, or other experiential learning opportunities.
- Update your LinkedIn and online presence.
- Begin thinking about graduate school options and application process, if interested.
- Meet with a Career Coach to discuss your future plans.

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ACTION PLAN
SENIOR YEAR

- Double check that your references and their contact information are accurate.
- Complete any testing required for graduate schools and submit applications.
- Participate in on-campus recruiting and keep attending Career and Internship fairs.
- Stay organized in your job search. Keep records of interviews and contact information.
- Review interview etiquette. Follow up with employers.
- Start your job search! Begin applying about 3-6 months before graduating.

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