

## OVERVIEW OF SERVICES

Career Services offers guidance to undergraduates, graduate students, post-docs and alumni on all aspects of career planning, job and internship searching, and graduate study. We serve all students at the University with the exception of Law, Medical, Dental, Veterinary Medicine and MBA students, with services including:

- Individual counseling through scheduled appointments, and brief “walk-ins” for quick questions;
- Advising students unclear about their options or needing help with career decisions; helping students appreciate the range of career possibilities opened up by studies in particular fields;
- Substantial databases of summer jobs, internships and full-time post-graduate positions;
- Assistance with resumes, cover letters, and interviewing practice;
- Assistance with graduate and professional school applications, including advise on optimal application strategies, reviews of personal statements and graduate school essays;
- An exceptional Career Library with up-to-date resources on career fields, graduate programs and potential employers;
- Alumni/alumnae panels on career fields and graduate study;
- A network of alumni/alumnae career advisors who have agreed to talk to Penn students;
- An extremely active On-Campus Recruiting program through which employers come to Penn to present their organizations, as well as interview students for permanent positions and summer jobs and internships;
- Storage, retrieval and mailing of letters of recommendation written on students' behalf;
- Extensive e-mail communication with students through specific distribution lists.

Our Web site: [www.vpul.upenn.edu/careerservices](http://www.vpul.upenn.edu/careerservices) provides a detailed view of all our services.

