

# CAREER SERVICES

---

Career Services' mission is to help every student find a great job and build the foundation of a successful career - no matter who they are, who they know, or what their major is. Visit the Career Services webpage for more detailed information.

## Overview

**Career Counseling** - Our professional counselors are available to meet with you to discuss your academic and career plans. We'll help you identify career paths related to your major, define your career goals, create/update your resume, develop your job search strategy and everything in between!

**Career Assessment** - Online career assessment tools and inventories are available to help students make informed career decisions.

**Career Panels/Seminars** - Successful alumni and industry professionals come to campus and connect with us virtually to discuss career paths in a wide variety of fields. Panelists describe their careers, current trends, and offer suggestions in preparation for the competitive job market.

**Counselor Facilitated Workshops** - In just a few sessions, you can learn how to ace your interview, write a resume that stands out, job search and branding strategies and more.

**Technology to help you get ahead** - *Resume Worded* is a 24x7 online career platform that gives you instant tailored feedback on your resume and LinkedIn profile. Powered by AI, the platform gives you actionable steps to optimize your resume & LinkedIn so you get more opportunities and interviews. *Big Interview* our innovative interview prep tool that takes you step-by-step through the formula for building job-winning answers to the most common and challenging interview questions.

**Job & Internship Fairs** - Don't miss our amazing Job & Internship Fairs! Many held throughout the year, specialized to meet your needs.

**Recruiting Events** - Take advantage of the many opportunities to network with employers looking to hire Pace students for internships and full-time jobs. Connect with employers at career fairs, employer spotlights, industry panels and employer site road trips.

**Practice Interviews** - Need help interviewing? We'll practice with you! Make an appointment with a Career Counselor. It's a great way to practice before the real thing. Also check with the Career Services Office for more information about our workshops and virtual practice platform Big Interview.

**Job & Internship Postings** - Handshake is your destination for jobs, internships, career fair information, and much more! To get started, log into Handshake at [pace.joinhandshake.com](https://pace.joinhandshake.com) with your MyPace credentials and set up a profile.

**Online Career Exploration** - We recommend starting your career exploration, planning, and preparation early - the sooner you begin, the more opportunity you will have to explore and test-drive career options, build skills, and gain relevant experience for your career goals. To make it easier for you, we have created a 3-step process:

Step 1. Find your Community

Step 2. Plan and Prepare

Step 3. Connect and Apply

**Student On-Campus Employment** - Need to apply for an on-campus job? Visit Pace's Human Resources career's website at: <https://careers.pace.edu>.

## Internship Program

The Internship Program enables students to combine academic study with paid and unpaid internships that directly relate to career interests while they pursue their degrees. Students in all majors can explore careers through hands-on experience in a variety of settings from government and nonprofit organizations to Fortune 500 companies. Positions are available part-time during the school year and full-time or part-time during the summer.

### Benefits of an Internship Experience:

- Integrate classroom learning with on-the-job experience
- Potentially earn a salary to help defray education expenses
- Acquire pre-professional work experience and skills
- Develop confidence and professionalism
- Test interests and goals
- Improve opportunities for post-graduate employment
- Build a competitive resume