The Office of Career Services offers resources designed to help alumni, five or more years after graduation, explore how their interests, skills, and values relate to career paths, assist with career preparation, and research employment opportunities.

**Career Preparation**
Online resources and software are available to provide assistance with professional correspondence development (résumés, cover letters, thank you letters), interviewing, and graduate school planning.

**Career Assessments**
FOCUS-2, an online career and education planning system, enables users to self-assess career-relevant personal qualities and explore career fields and areas of study that are most compatible with assessment results. This and other assessments are available at [www.utica.edu/student/career/cs/assessments.cfm](http://www.utica.edu/student/career/cs/assessments.cfm).

**Career Resource Library**
Alumni have access to over 200 print resources, with information ranging from specific career fields, to graduate school programs, to graduate school entrance exam workbooks. An online library catalog is available at [www.librarything.com/catalog/uticacollege](http://www.librarything.com/catalog/uticacollege).

**Job Postings**
Databases with local and national job opportunities are available to alumni 24 hours a day, 7 days a week. These and other helpful websites are available at [www.utica.edu/student/career/cs/internships.cfm](http://www.utica.edu/student/career/cs/internships.cfm).

**Meet with Employers**
Programs and events including our Career/Graduate School Expo, Volunteer Fair, and other on-campus recruiting events are excellent opportunities for alumni to directly interact with possible employers and begin networking.

**Additional Resources**
For alumni seeking additional resources, individualized career counseling, and more comprehensive services, the following organizations are available to provide assistance:

**Working Solutions One-Stop Center**
New York State Office Building, 2nd Floor
207 Genesee Street
Utica, NY 13501
(315) 793-2229
[www.working-solutions.org](http://www.working-solutions.org)

**Global Human Resource Directions (free initial consultation)**
270 Genesee Street
Utica, NY 13502
(315) 525-1370