

## How CDO Works with Students

---

### One-on-One Advising

The Career Development Office (CDO) offers one-on-one advising with students, and each year we have over 800 individual advising appointments. We start by talking to students about their current experience, interests, goals and values to help create a career plan that works for them. We offer everything from career assessment and planning to creating an individualized action plan for each student. Because we have a relational approach to career advising, we are able to assist students in making connections to alumni/ae and employers. We get to know each student that works with us and can therefore help connect them with opportunities that come through our office.

### Events

CDO offers over 70 events each year including employer information sessions with organizations such as the Peace Corps and Teach for America; site visits to top companies from various fields; a series of career conversations that cover resumes, cover letters, interviewing skills, internship and job search strategies and using LinkedIn; and alumni/ae panels in a variety of fields from finance to the arts.

### Recruiting

Bard College is part of the Fall Recruiting Consortium (FRC), which also includes Connecticut College, Swarthmore College, Wesleyan University and The College of William and Mary. Each fall, juniors and seniors have the opportunity to apply to summer internships and full time jobs with approximately 20 recruiters in the fields of science, publishing, education and finance through FRC. We work with students every step of the way – from reviewing resumes and cover letters to setting up mock interviews – to ensure that Bard students go to their interviews prepared. We are proud that Bard students are offered the most interviews year after year.

### Graduate School

Each year we host graduate school representatives and Kaplan Test Prep on campus. We review resumes and personal statements for graduate school and help students utilize their faculty advisers for graduate school recommendations.

### Bard Works

CDO is part of the Bard Works partnership that creates an annual immersive career program. Each fall, Bard Works offers a three day trip to Washington DC, and each January, Bard Works hosts a weeklong program on Bard's campus. Students attend workshops, develop job search skills and network with alumni/ae and parents during their experience. This career boot camp prepares juniors and seniors for their next steps.

### Focus on Career Development

CDO wants students to have the skills to tell their story and connect their liberal arts education and internship experiences to the skill sets employers are seeking. Not just for their first job, but for their entire career. An asset of a liberal arts education is that students develop the strong communication skills, analytical skills, and flexibility that will allow them to navigate the constantly changing world of work.