CUNY School of Public Health

Office of Career Services

Counseling Staff

Attiqa Mirza  
Chioma Amadi  
Rahni Sumler
Career Services

- **What we do...**

  - **Career Coaching**

  - **Career Coaches**
    - Attiqa Mirza, MPA
    - Chioma Amadi, MPH

  - **Office Hours**
    - 1–4pm on Mondays and Wednesdays at
    - 555 W 125th Street, New York, NY 10029

  - **Location:** flexible and by appointment

  - **Schedule an appointment at**
    - http://cunysphcareerservices.simplybook.me/scheduler/manage
Career Services

What we offer...

- **Resume Review**
  - Preliminary and follow-up resume review sessions
  - Guidance with restructuring and organizing resume content
  - Making sure your resume adequately represents your expertise

- **Cover letter Review**
  - Guidance with writing effective cover letters
  - Helping you tailor your cover letter adequately for a position

- **Job Interview Preparation**
  - Conducting mock interviews
  - Helping you market yourself as an ideal candidate for the position you have applied for

- **Job Search Help**
  - Helping you identify jobs that interest you
  - Outline resources available for effective job search
Where to start?

- Personality
- Expectations
- Interests
- Aptitudes
- Values
Visualizing yourself from the employer’s perspective

Projecting a powerful online image

Post your Resume Online!
Key points

- Purpose of your resume: to get you an interview, not a job
- Objective of your resume: to adequately represent your expertise
Defining and focusing on your role in prior job descriptions

Using action verbs and key words

Applicant tracking systems: Use word cloud generators
Is your resume consistent with what your employer wants?
Cover letter Reviews

Key points

- Structure of the cover letter
- Demonstrating your qualifications and including relevant experiences
- Essential Components of the cover letter
- Writing effective cover letters – telling your story
- Cover letters?
- Follow-up reviews
- Practical examples

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Preparing for your interview

- Resume gets you an interview and your interview gets you the job

- Do your research
- One-minute Pitch
- Why did you apply for this position?
- Your strengths as a candidate
- Your weaknesses
Preparing for your interview

- Past/current experience
- Your competition
- Ask questions
- Business cards
- Thank you email
Job Search Help

Resources available to you
- CUNY SPH Website
  Career Opportunities

- Internships
- Jobs
- Public Health job websites
- Public Health concentration-specific job websites
- Alumni for networking
- Scholarships
- Fellowships
Career Coaching
Want to book an appointment?

- [http://cunysphcareerservices.simplybook.me/sheduler/manage](http://cunysphcareerservices.simplybook.me/sheduler/manage)

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**Time**

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**Details**

- Career Counseling Services
- 30 minutes
Thank you