

# CAREER SERVICES



Contact us or visit the Virtual Success Center

## **CONTACT US TODAY!**

**Raul Rodriguez ( Professional Tutor)**

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**Meet with Raul via Picktime**

**<https://www.picktime.com/albizututoring>**

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**The Office of Student Affairs**

**305-593-1223, ext. 3245**

**[dosa@albizu.edu](mailto:dosa@albizu.edu)**

## **Receive assistance with...**

- Resume Reviews
- Cover Letter Reviews
- Job Search Support
- Mock Interviews

## **Find Resources in Blackboard on Portal-T at: <https://bb.albizu.edu/>**

- Writing and formatting resumes and cover letters
- Creating different resumes as pertains to certain jobs
- How to provide an appropriate salutation and complimentary close within a cover letter
- Sample resumes, cover letters and thank you letters
- Curriculum Vitae
- Ways to Beat the Unemployment Blues
- Mastering the Job Fair
- 11 ways to improve your Job Search
- Getting a job during a recession
- How to develop a general, follow-up, initial interview and onsite interview thank you letters
- Interviews, dress codes, telephone interviews and what to avoid
- Office etiquettes