

## WAYS YOU CAN HELP

*Swarthmore alumni give back to the community in so many important ways and we thank you. Career Services is able to offer a wide range of opportunities with your active support. Some alumni serve as mentors in varied capacities, while many alumni keep us aware of opportunities within their organizations. Below you will find ways you can support our office and help open doors for your fellow Swarthmore graduates and students.*

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### EXTERNSHIPS

Over 300 alumni mentor students in shadowing opportunities each year, providing valuable career exploration.

Some alumni mentor externs in their workplace while others provide homestays

during this one week period in mid-January. The Extern Program is coordinated in 8 major cities – NYC, Philadelphia, Boston, DC, San Francisco, LA, Seattle and Chicago. Additional locations are considered. Interested? Register as a workplace or homestay mentor via the Career Services website or e-mail [extern@swarthmore.edu](mailto:extern@swarthmore.edu).

**NOTE:** We also have Summer Experiential Fellowship Funds available for externs and mentors who had a great Extern Week and would like to work together over the summer, but cannot afford to pay a summer salary.

### ALUMNI CAREER SPEAKERS

Focusing on a career field or area of interest, we often invite alumni back to campus to address groups of students. Also, you can help our candidates by conducting Mock Interviews and Resume Reviews. Students love the practice! If interested in participating as an alumni career speaker, please e-mail Career Services.



### ALUMNI DIRECTORY

Share your career experiences, including advice, with students and fellow alumni. Also, identify yourself as willing to mentor students.

### SWATTIES HELPING SWATTIES

A LinkedIn group where alumni may network with students regarding career interests. Also, join the Mock Interview sub-group to indicate your willingness to help students prepare for interviews.

### ON -CAMPUS RECRUITING

We would love to have you return to campus to recruit students for opportunities within your organization. To arrange your date and receive a packet of Swarthmore resumes, contact our office at (610) 328-8352.

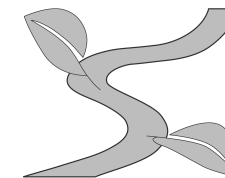
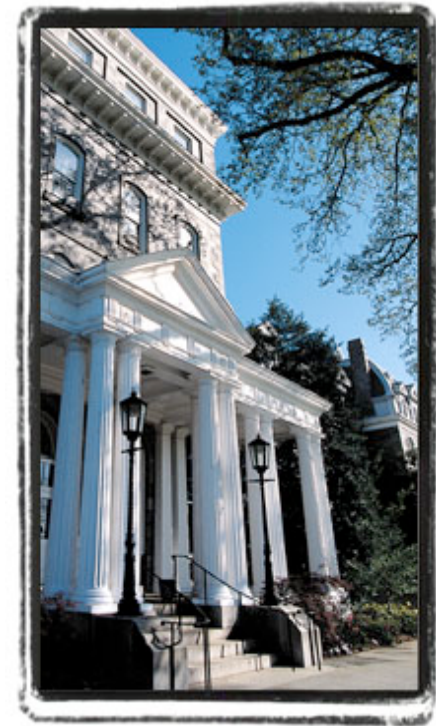
### JOB AND INTERNSHIP POSTINGS

The internship and employment opportunities we receive from Swarthmore alumni are our most valuable, because you know the capabilities and talents of Swarthmore graduates. When you learn of opportunities that would be a good fit for your fellow “Swatties” please forward them to us at: [career@swarthmore.edu](mailto:career@swarthmore.edu).

### SUMMER HOUSING

If you are interested in housing a student for the summer, please let us know. Students are always looking for inexpensive housing, and many alumni have loved hosting them!

# CAREER SERVICES AND ALUMNI



Swarthmore College

**CAREER SERVICES**

610.328.8352

fax: 610.328.8549

[careerservices@swarthmore.edu](mailto:careerservices@swarthmore.edu)

*The staff in Career Services can help you navigate career transitions and explore ways to find fulfillment in your life and career after Swarthmore.*

Career Services can assist recent graduates entering first careers or experienced alumni making career changes. Career Services is available to help you:

- Navigate through various stages of career development
- Explore your strengths, interests and career-related values
- Make better informed career decisions
- Expand your notion of career opportunities
- Develop your networking skills
- Write your own targeted resumes and cover letters
- Communicate your qualifications clearly in interviews
- Prepare graduate school applications

We offer 30 minute telephone appointments to begin your career exploration with subsequent appointments available as determined by the Career Counselor.

**To schedule an appointment please call us at (610) 328-8352.**

**UNCERTAIN ABOUT YOUR DIRECTION OR CONSIDERING A NEW ONE?**

Talk with a Career Counselor about taking skills, interests and personality assessments. These inventories can be helpful in identifying potential careers, investigating alternatives and researching options.

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**NETWORK WITH FELLOW ALUMS!**

**LINKEDIN**

Join our **Swatties Helping Swatties** group. This group shares career advice and information and fosters networking for alumni and students. There are also several career-specific Swarthmore alumni groups on LinkedIn, as well as a general Swarthmore alumni LinkedIn group. Members may post questions about career fields, provide career specific information or look for other alums with whom to network.

**ONLINE ALUMNI COMMUNITY**

Establish an e-mail forwarding address that is yours for life and never again have to tell all your friends how to stay in touch! The online community also allows you to search the full **directory of Swarthmore alumni** for valuable career connections. View the career and education information of fellow alums to expand your professional network and learn of fellow alum's career paths. To enroll visit: [www.swarthmore.edu/alumni](http://www.swarthmore.edu/alumni). You will need your college ID number to register. Contact Alumni Records at (610) 328-8435 to request your ID number.

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**SEARCHING FOR EMPLOYMENT?**

In addition to networking via the resources above, our Handshake job posting site enables you to easily search for opportunities offered to recent grads and experienced alumni. You can access the site at: <http://www.swarthmore.edu/career-services>. Also, visit our web site for Regional Career Fairs and Expos that can help you in your search. The LinkedIn groups may also have job opportunities posted.

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**SEEKING A LETTER OF REFERENCE?**

Recommendation letters are kept on file in Career Services for alumni considering further study or for individuals requiring confidential reference letters for employment. To establish a file, simply tell those writing on your behalf to forward their letters to our office. Submit your signed request to us and we will gladly send your file to the locations you indicate.

**When in the area, visit our Career Library, 135 Parrish Hall. When off campus, visit our website for resources organized by topic.**