

Alumni Job Resources



Career and Professional Education

cape.buffalostate.edu



Resume & Interview Guide

BengaLink
Job postings

CareerOneStop.org is an excellent resource for career changers and adults who may have specific experiences to consider in navigating the workplace. Particular resources for Veterans, adults 55+, individuals with disabilities or who may have a criminal background.

CareerOneStop

<https://www.careeronestop.org>

Resources for Buffalo and WNY

WNYJobs.com

<https://www.wnyjobs.com/>

Erie County Jobs

<https://www3.erie.gov>

City of Buffalo Resources

<https://www.buffalony.gov>

Buffalo & Erie County Public Library

<https://www.buffalolib.org>

Workforce Buffalo

<https://www.workforcebuffalo.org>

Buffalo Educational Opportunity Center

<https://www.buffalo.edu/eoc.html>

Employment Resources for Federal Government and NYS Jobs

USAJobs Jobs with the Federal Government

<https://www.usajobs.gov>

New York State Department of Labor

<https://dol.ny.gov/find-job-0>

New York State Department of Civil Service

<https://www.cs.ny.gov>

New York State Department of Education

<https://www.nysed.gov>

Industry-Specific Resources in WNY

Tech Jobs

<https://www.techbuffalo.org>

Arts & Cultural Jobs in WNY

<https://www.asiwny.org>

Additional industry-specific resources available at <https://cape.buffalostate.edu>

Expand your digital presence, connect with employers, research organizations. LinkedIn offers several tutorials on how to maximize this resource.

<http://linkedin.com>

Alumni Job Search Guide

Thinking about changing careers?

Start by reflecting on what's important to **YOU**. This is a step that many people overlook or hurry through.

How do you envision the structure of your life and the ways you move through the world?

- Do you want to make a contribution to your community? In what ways?
- What value do you place on money? We all need money to live, so consider the role that money plays in your life, in addition to meeting basic needs.
- Think about your current skills, those skills you'd like to develop, and the ways you'd like to use them.
- Consider location. Do you want or need to stay where you are currently? Or do you crave change, different weather, different scenery?



These are some basic questions to get you started. If reflecting on your own seems a little too passive, you may want to consider a career assessment. There are many available online or you can use this [career assessment](#) free of charge, compliments of Career and Professional Education (CAPE) at Buffalo State.

There are also career guides available online or at your local bookstore. One resource that has stood the test of time, and is updated every year, is [What Color Is Your Parachute?](#) By Richard Nelson Bolles. *

Looking for information about different careers?

- The [Occupational Outlook Handbook](#), published by the Bureau of Labor Statistics, contains information for thousands of occupations and industries. It provides updated salary data (by region), gives an overview of what people actually do in these occupations, what skills, education, and personal qualities are important to be successful in that particular field. There is also a section on professional organizations for each occupation, as well as a section on similar occupations.
- To investigate careers in your field of study or degree program, consider checking out [Careers In...](#) compliments of Career and Professional Education.
- Sometimes talking with someone who is in a career or job you aspire to can be beneficial. Consider [Informational Interviewing](#) in your research and to broaden your network.
- Viewing videos of professionals in various fields can be a great way to gain information. YouTube* and other streaming sites have numerous "day in the life" interviews from people in a wide range of fields. [Candid Careers](#) is another resource you may choose to view, compliments of CAPE.

Taking it for a test drive

- *Consider volunteering.* There are multiple organizations that could use some extra help for a few hours when you can manage it, and it is a great way to learn new skills, meet new people, and see if the type of work, and client base fit with what you envision for yourself. You can also grow your network in an environment that sparks your interest.
- *Are you able to work part-time?* It could be a big ask if you have many other responsibilities, yet it can be a beneficial avenue to gaining experience, skills, and meeting people in the profession.
- *Do you have a side hustle that you want to grow?* Or a hobby that you want to develop into something sustainable? There are numerous online articles and resources (many for free) that provide insight to the successes and challenges of going this route.

Putting it all together

Need more ideas or a sounding board to talk it all through?

- The reverse of this guide provides selected links to resources to get more information.
- Consider meeting with a career counselor in CAPE. If you graduated more than 3 years ago, there is a small fee for an individual appointment. If you graduated fewer than 3 years ago, you are able to meet with a career counselor free of charge. To learn more or make an appointment, please contact us at careers@buffalostate.edu

We wish you much success in your career journey.