

Our Services



UIC Career Services provides a variety of resources to assist with career development plans and job search strategies. These resources are available to all UIC students and alumni.*

Individual appointments with career advisers may be arranged by calling (312) 996-2300.

Our office hours are 8:30 AM – 5:00 PM, Monday through Friday.

Visit our website: careerservices.uic.edu.

INDIVIDUAL CAREER ADVISING

UIC students may schedule appointments with a career adviser to discuss:

- Career path options
- Selecting a major
- Resume/cover letter reviews
- Job interviewing
- Job search strategies
- Graduate school
- Any other career related concerns

Students who are unable to meet in person for career advising may schedule an “e-advising” appointment either by phone or video conference (e.g., Skype, WebEx). **Call (312) 996-2300 to schedule an appointment.**

DROP-IN/WALK-IN ADVISING

Get answers to quick career related questions and very brief resume/cover letter reviews. No appointment necessary. Visit the website to confirm walk-in hours - go.uic.edu/hours.

CAREER PLANNING GUIDE

Get ideas and resources for your job search. Access the career planning guide on the Career Services website - go.uic.edu/careerguide.

CAREER ASSESSMENTS

Students who are unsure of what career to pursue or are considering changing their career path can take a career assessment to determine what careers may best fit their interests and skills.

Assessments are only conducted in a scheduled advising appointments.

INTERVIEW PREPARATION

Schedule a mock interview appointment with a career advisor to get constructive feedback as you prepare for upcoming interviews. In addition, students can practice on their own using the online mock interview module within **UICcareers.com**.

JOB FAIRS/CAREER DAYS

A variety of job fairs are hosted throughout the Fall and Spring semesters. These events offer students a chance to interact with employers, learn about job opportunities, and submit resumes for interview consideration. Our job fairs are free and the majority are open only to UIC students and alumni. Visit the Career Events page to find the upcoming fairs - go.uic.edu/careerevent.

See other side 

* Some services are available to alumni up to 3 years following graduation date. For more information, refer to the Career Services website.

UIC Career Services

Student Services Building
Suite 3050
1200 West Harrison
Chicago, IL 60607



312.996.2300



careerservices@uic.edu



careerservices.uic.edu



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WORKSHOPS/PRESENTATIONS

Many career workshops and presentations are offered throughout the Fall and Spring academic terms addressing topics such as resume writing, interviewing, networking, and navigating job fairs. Visit the Career Events page to find the upcoming workshops - go.uic.edu/careerevent.

GRADUATE SCHOOL ADVISING

Students seeking information about graduate school can schedule an appointment with a career adviser who can help determine graduate programs, talk about application requirements, and review personal statements.

STUDENTS WITH DISABILITIES ADVISING

According to the Americans with Disabilities Act of 1990, employers cannot discriminate against qualified individuals with disabilities. For more information, please refer to www.eeoc.gov.

For advice on how to handle the job search and the interview process, students are encouraged to schedule an appointment with a career adviser.

JOB AND INTERNSHIP OPPORTUNITIES (On-campus and Off-campus)

UICcareers.com

UICcareers.com is an online job board accessible only to UIC students and alumni. Through your account, you can manage and explore job opportunities, sign up for on-campus interviews, post your resume in resume books, and view upcoming career related events.

On-Campus Interviews

Many of our employer partners schedule on-campus interviews with students for full-time, part-time, and internship opportunities. Student registration on UICcareers.com is required in order to sign up for interviews.

Resume Books

Students and alumni can upload their resumes into UICcareers.com for employers to view when searching for candidates. Employers may only view your resume if you provide permission for it to be included in the UICcareers.com resume book service.

Special Thanks to our Employer Partners



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