

# Alumni

## Welcome to the Office of Career Services!

The Office of Career Services provides career assistance free of charge to all Washington & Jefferson College alumni.

### Individual Advising

Schedule an appointment to meet with a career counselor to discuss job search tips, interviewing, or graduate school. To schedule an appointment, call 724-229-5126 or e-mail [careerservices@washjeff.edu](mailto:careerservices@washjeff.edu). Please indicate your year of graduation and the purpose of your appointment.

### Online Resources

**The Office of Career Services** is pleased to provide an additional resource, Handshake - The career management platform will allow Alumni to access full-time, internship, part-time, and summer opportunities.

[Claim Your Account](#)

If you have any questions or need assistance, please contact the Office of Career Services at 724.229.5126 or [careerservices@washjeff.edu](mailto:careerservices@washjeff.edu).

All alumni are also welcome to use any of the additional online resources available on the Career Services website.

### Resume and Cover Letter Review

A career counselor will be happy to review your resume or cover letter. Most reviews take place via e-mail. If interested, you can e-mail your documents to [careerservices@washjeff.edu](mailto:careerservices@washjeff.edu).

### Career Fairs

Career Services is a member of the Western PA Career Services Consortium (WestPACS). Each year there is a fall and spring internships and job fair. We encourage you to attend. Information and dates are posted on the College Central Network. If you have any questions regarding upcoming fairs, please contact us.

### Get Involved

We encourage you to become involved through various means, including hiring a W&J intern or employee, or becoming a mentor - details will be finalized by July 1.

*Thanks for considering joining the W&J Mentoring Network!*