

DePaul University

The DePaul University Career Center and related resources for career exploration and job search

I. Overview

DePaul University's Career Center provides a wide range of advising services, experiential programs and toolkits to prepare students and recent alumni for career success. Students book one-on-one advising through Handshake and can access drop-in sessions, career cohorts, industry-specific programs and networking events. The office also maintains virtual resources like resume templates, interview toolkits and networking guides.

The Career Center has a "How Can We Help?" drop down list for common requests. The drop includes:

- Find my career advisor
- Write a resume
- Search for a job
- Get interview help

These tables summarize the Career Center and DePaul University's major resources and programs.

II. Personalized advising & support

Personalized advising overview - You can schedule an appointment with a career advisor at the Career Center to discuss career paths and school resources through the Handshake platform. A best practice is to include details in the notes section on what you want to discuss with the adviser.

Category	Key resources / programs	Notes & examples
Personalized advising & support	Advising appointments – Students and alumni can schedule individual sessions via Handshake. The appointment system lets users choose a category (e.g., general career advising, industry-specific program, fellowships) and preferred format (in-person, phone, virtual). Advising Appointments ← here	Advisers help with exploration, job search strategies and application materials.
	Walk-in advising – Drop-in resume, cover letter, and LinkedIn profile reviews are available Mondays, Tuesdays, and Fridays from 11 a.m. to 2 p.m. at both campuses:	Good for brief questions or when a student cannot find an available appointment.

<p>Loop Office — DePaul Center (DPC) Suite 9500</p> <p>Lincoln Park Office — Schmitt Academic Center (SAC) Room 192</p> <p>Walk-In Advising ← here</p>	
<p>Specialized support centers – Choose the appointment category (Exploratory; Media, Arts & Entertainment; Technology & Data; Health & Science; Education, Human Services & Government; or Business & Entrepreneurship) that applies to you to see the options and locations available.</p> <p>Specialized advising categories ← here</p>	
<p>International student advising – In addition to scheduling appointments with career advisors, The Career Center offers a specific 2-credit course, CLD 220: International Students: Job & Internship Search Strategies, designed to address the complexities of searching for internships or jobs in the U.S. The course also covers navigating optional practical training (OPT) and H-1B visa processes, as well as strategies for seeking employment both in the U.S. and internationally</p> <p>CLD 220 ← here</p>	<p>Students can also discuss topics like when to talk about your visa status, which companies to target, navigating the hiring process</p>
<p>Pre-Health Advising - Students interested in graduate health professions (e.g., medicine, nursing) receive dedicated advising through the Office of Advising & Student Services (OASS) within the College of Science and Health. Services include: 1) academic and career guidance specific to health professions, 2) assistance identifying and applying for research and internship opportunities, and 3) help with course planning, academic policies, graduation, and study abroad options</p> <p>OASS works alongside Career Services to support undergraduate pre-health students with both academic and professional advice</p>	

	College of Science & Health ← here	
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III. Career exploration & Experiential Programs

Overview: DePaul University has a variety of content, events, and organizations to support you in exploring career paths. The Career Center provides assessment tools including and a variety of structured hands-on experiences. DePaul University has many student clubs focused on professions, providing exposure to industries and vocations, experiential training and peer advice.

Category	Key resources / programs	Notes & examples
Career exploration & experiential programs	<p>Self Assessment Tools - Within the Career Exploration Community (VIPS model), students can access:</p> <ul style="list-style-type: none"> ● “What Can I Do With a Major In” guides—these connect majors to potential career paths ● The Life Values Inventory Online—helps clarify personal values for informed decisions ● Career Library handouts on Self-Assessment and Career Exploration <p>Self Assessment Tools ← here</p>	Self assessment tools are helpful when you are struggling with where to start your search or identifying your interests.
	<p>Future Forward Program – This is a year-long, scholarship-backed program for first-year students:</p> <p>Features career exploration modules (e.g., identifying strengths, building your brand)</p> <p>Includes hands-on interactive experiences (resume and LinkedIn reviews, career activities)</p> <p>Offers community-building opportunities and a potential \$3,000 tuition scholarship</p> <p>Future Forward Program ← here</p>	
	<p>Early Career Experiences – The Career Center provides guidance on early-career experiences like:</p>	These experiences can be helpful identifying your potential interests as well as

<ul style="list-style-type: none"> ● Volunteering via platforms like VolunteerMatch and Idealist ● Informational interviewing strategies to explore fields and build networks ● Job shadowing—primarily student-initiated but supported with tips and resources ● Skill-building via micro-internships and simulations: <ul style="list-style-type: none"> ○ Forage (interactive job simulations), ○ LinkedIn Learning (accessible courses), ○ Parker Dewey (short-term micro-internships) <p>Early Career Experiences ← here</p>	<p>functions and vocations that you do not find interesting.</p>
<p>Job Shadowing Program – DePaul offers a formal Job Shadow Program during non-class periods such as Winter Intersession. These one-day (or half-day) experiences include office/site tours, informational interviews, panels, project observation, and networking lunch opportunities.</p> <p>Job Shadowing Program ← here</p>	<p>Job shadowing is a great way to build your résumé and network.</p>
<p>On Campus Employment – DePaul offers a variety of on-campus job opportunities—from help desk and office assistant roles to other student-support positions. Students can search for these jobs on the designated Campus Job Board</p> <p>Campus Job Board ← here</p>	<p>These roles provide opportunities to develop and share baseline skills like time management, problem solving, and communication skills.</p>
<p>Career Fairs – Students can take part in career and internship fairs—both general and industry-specific—through the Career Center, providing direct employer access and exploration. These events are posted and managed via Handshake.</p> <p>Career Fairs ← here</p>	<p>Students can also find more information on these events via Handshake</p>

<p>Student clubs – Use DeHUB, DePaul’s engagement platform, to browse over 300 student organizations—including those centered on career development.</p> <p>Student Orgs. & Activities ← here</p> <p>Visit the semi-annual Student Involvement Fairs (held fall and winter quarters) at both Loop and Lincoln Park campuses to meet club representatives in person</p> <p>Involvement Fair ← here</p>	<p>Joining relevant clubs (finance, school newspaper, consulting, healthcare, arts etc.) provides hands-on experience and networking. Good experience to have on your resume and reduce the information from high school.</p>
<p>DePaul offers 2-credit Career & Life Education courses that undergraduates can take to support professional development. These include:</p> <ul style="list-style-type: none"> ● CLD 200: Design Your Future: Career & Academic Exploration – Helps students explore career and academic paths through a design-thinking approach. ● CLD 205: Create Your Career Toolkit – Focuses on building personalized career communication tools like resumes and networking strategies. ● CLD 210: Harness Your Strengths – Uses the Clifton StrengthsFinder assessment to identify and apply personal strengths. ● CLD 215: Launch Your Search: Job & Internship Search Strategies – Guides students in creating a customized search strategy for job or internship opportunities. ● CLD 216: Exploring Graduate & Professional School – Assists in identifying graduate programs and navigating the application process. <p>CLD Classes ← here</p>	
<p>Career Experiences 101 - DePaul provides a guide for Career Experiences, the opportunities that give</p>	

	<p>you hands-on experience in an industry or role related to your career goals. These activities also support your career readiness and help you connect your academics to your career.</p> <p>Career Experiences 101</p>	
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IV. Resume, CV & Cover Letter Resources

DePaul’s Career Center offers a comprehensive set of tools and advising for job application resources.

Resume - The resume is a common starting point for your career journey. Employers will ask for your resume as a part of any application. A strong resume will clearly and concisely showcase your skills, experience, and accomplishments to potential employers.

Cover letter - Employers will often ask for a cover letter as part of a job application. The cover letter introduces yourself, explains your interest in the position, and highlights how your background aligns with the job. It adds more context on your hard and soft skills and showcases your communication skills.

CV - The CV is the academic version of a resume. Its purpose is to provide a comprehensive overview of your academic background, professional experience, research, publications, and achievements.

Commonly used in academic, medical, and research fields, it details your qualifications and career history to demonstrate expertise and suitability for positions, grants, or advanced study opportunities.

Category	Key resources / programs	Notes & examples
Resume, CV & cover-letter resources	<p>Resume & Cover Letter – The Career Library offers a suite of downloadable guides to support polished resumes and tailored cover letters</p> <p>Resume and cover letter guides ← here</p>	<p>Career Center advisers are able to help with resume guidance through both scheduled appointments and drop-in services</p>
	<p>Personal statements & grad-school essays – The Career Center’s Graduate School Guide is a centralized resource that helps students with exploration, timeline and detailed guidance.</p> <p>Graduate School Guide ← here</p> <p>For Personal Statements, access the Tips for Writing a Personal Statement Guide.</p> <p>Personal Statements</p>	

V. Interview Resources

Overview: The Career Center provides several resources for students to develop their interview skills. The resources include training guides, interview practice platforms, and live interview practice.

Category	Key resources / programs	Notes & examples
Interviewing resources	<p>Interview guides & videos – The Career Center offers downloadable materials to help you prepare for all formats of interviews including interview fundamentals, practicing common interview questions, and mastering video interviews.</p> <p>Interviews ← here</p>	
	<p>Big Interview online platform – Practice by industry, competency, admissions interviews or general questions using our new interviewing platform. Share your responses with peers, mentors, counselors, or instructors to help you improve your skills</p> <p>Log In - Big Interview ← here</p>	Particularly useful for remote practice and asynchronous feedback.
	<p>Practice Interviews – In addition to appointments with Career Advisors, the Career Center provides a mock interview guide for peer based practice.</p> <p>Practice Interviews ← here</p>	

VI. Networking, LinkedIn & Alumni Resources

Overview: Strategies and tactics using networking and LinkedIn provide substantial benefits in your career exploration. In addition to standalone guides, career advisers in the Career Center can provide you with best practices for Networking and LinkedIn.

Category	Key resources / programs	Notes & examples
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Networking & LinkedIn resources	<p>LinkedIn review and headshots – The Career Center provides best practices for creating an effective LinkedIn profile—highlighting the importance of a professional photo, compelling headline, summary, experience section, skills, endorsements, and more.</p> <p>LinkedIn Resources ← here</p> <p>Headshots - you can schedule via Handshake or walk in during business hours.</p> <p>Headshot Booth ← here</p>	LinkedIn is the primary way to identify professionals in companies and careers of interest.
	<p>Networking guidance – This guide offers foundational guidance on building and expanding your professional network—leveraging your existing connections (professors, peers, etc.) and growing them through strategic outreach.</p> <p>Networking resources ← here</p>	
	<p>Alumni Directory – ASK is DePaul’s mentoring platform connecting students with alumni for career advice, informational interviews, and networking support.</p> <p>ASK ← here</p>	When networking, you will find alumni are the most responsive.

VII. Job & Internship Search

Overview: the Career Center connects students with internship and job applications through the Handshake platform. The department provides guides for general search strategies and specific industries. Career advisors are a great resource for search tactics as well.

Category	Key resources / programs	Notes & examples
Job & internship search assistance	<p>Handshake – Handshake serves as the central job and internship search engine for DePaul. You can access thousands of employer-posted opportunities, as well as view application requirements, event registrations, and employer info</p>	Handshake includes on-campus recruiting events, employer information sessions and job boards.

	Handshake ← here	
	<p>External job boards – On the "Job & Internship Search Basics" page, DePaul highlights several key external job platforms students can leverage alongside Handshake. Those include LinkedIn, Indeed, Professional Organizations, and Industry Specific.</p> <p>Job Boards - select “Start Your Search” - ← here</p>	
	<p>Monthly Career Community Newsletters – When students join one or more Career Communities on Handshake, they begin receiving monthly newsletters curated specifically for those fields.</p> <p>Content typically includes upcoming events (workshops, panels, employer talks, exclusive job and internship listings and relevant career guidance</p> <p>Career Community Newsletters ← here</p>	
	<p>International student resources – International students get access to GoinGlobal, a powerful resource offering:</p> <ul style="list-style-type: none"> • Job and internship listings worldwide (over 120 countries) • Country-specific career guides • A proprietary H-1B visa employer search tool <p>Goin Global ← here</p>	

VIII. Sample Emails & Etiquette

Overview: Communication best practices are essential in both networking and the interview process. In addition to the template.

Category	Key resources / programs	Notes & examples
Emails & communication	Communication - The Career Center provides a variety of PDF guides in the Career Library to help you master written communication. Tools include the	

	<p>Networking & Branding Guide, Informational Interviewing Guide, and Correspondence Guide. This includes email templates for reach-outs, thank-you notes, and follow-up messaging</p> <p>Career Library ← here</p>	
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IX. Contacting the Career Center

Category	Key resources / programs	Notes & examples
<p>Contacting the Career Center</p>	<p>Handshake appointments – Students and alumni can schedule individual sessions via Handshake. The appointment system lets users choose a category (e.g., general career advising, industry-specific program, fellowships) and preferred format (in-person, phone, virtual).</p> <p>Advising Appointments ← here</p>	<p>Provide a description of the purpose for the meeting when request an appointment to help the advisor prepare.</p>
	<p>Walk-in advising – Drop-in resume, cover letter, and LinkedIn profile reviews are available Mondays, Tuesdays, and Fridays from 11 a.m. to 2 p.m. at both campuses:</p> <p>Loop Office — DePaul Center (DPC) Suite 9500</p> <p>Lincoln Park Office — Schmitt Academic Center (SAC) Room 192</p> <p>Walk-In Advising ← here</p>	<p>Suitable for quick questions when appointments are full.</p>
	<p>Email & office location</p> <ul style="list-style-type: none"> ● Loop Campus Career Center <ul style="list-style-type: none"> ○ Location: DePaul Center, 1 E. Jackson Blvd., Suite 9500, Chicago, IL 60604 ○ Phone: (312) 362-8437 ○ Email: career_center@depaul.edu ● Lincoln Park Campus Career Center 	<p>Students may also follow the Career Center on LinkedIn or Instagram</p>

- **Location:** Schmitt Academic Center,
Room 192, 2320 N Kenmore, Chicago,
IL 60614
- **Phone:** (773) 325-7431
- **Email:** career_center@depaul.edu

Office Hours:

Monday–Thursday: 9:00 am–5:00 pm

Friday: 9:00 am–5:00 pm or by appointment