

# Career Services for Wharton Undergraduate Alumni



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## CAREER ADVISING AND ASSESSMENTS

Wharton undergraduate alumni are welcome to schedule an appointment to speak with a career advisor. Appointments can be held in person or over the phone and are free. Please call 215-898-7533 to schedule a time. Standardized career assessments Myers-Briggs Type Indicator (MBTI) and/or Strong Interest Inventory are available for a \$25 per inventory fee.

## GRADUATE AND PROFESSIONAL SCHOOL ADVISING

Alumni considering graduate or professional school may want to schedule an appointment to speak with a graduate / professional school advisor. They can discuss the process with you and assist you in preparing application materials. Please call 215-898-1789 to schedule an appointment.

## RESUME AND COVER LETTER REVIEW

Career advisors are available to review cover letters and resumes for alumni. Reviews can be conducted via e-mail or during an individual appointment with an advisor. (If you choose to e-mail your materials, please provide a summary of what career field(s) you are considering, so the materials can be reviewed with that information in mind.). Please email: [sdross@upenn.edu](mailto:sdross@upenn.edu) with your request.

## ONLINE JOB LISTINGS

Career Services has launched a job listing platform, Handshake, for both current students and alumni. Please check the Career Services website (<http://www.vpul.upenn.edu/careerservices/handshake.php>) for instructions on how to access the Handshake platform. Wharton undergraduate alumni with significant work experience (5+ years) or an MBA from another institution may also access the MBA Career Management Job Board, [CareerPath](#).

## ALUMNI JOB LISTSERV

Occasionally employers ask us to e-mail job announcements to alumni instead of (or in addition to) posting them on Handshake. Please e-mail David Ross at [sdross@upenn.edu](mailto:sdross@upenn.edu) if you would like to be added to the alumni listserv.

## JOB FAIRS

Penn alumni are invited to participate in career fairs sponsored by the Career Services office. Each September we hold the **CareerFIRE** and **CareerLink** business-oriented fairs and **Engineering Career Days**, an event for individuals interested in technical opportunities. We also coordinate a general career fair and a startup fair in February. Alumni should note, however, that recruiters attending career fairs will primarily be focused on hiring entry-level employees. The career fair schedule can be found here: <http://www.vpul.upenn.edu/careerservices/careerfairs/>.

## QUAKERNET

QuakerNet is Penn's alumni database, searchable by a variety of parameters. It can provide a wonderful avenue to connect with fellow alumni and is a terrific way to learn more about a particular career field or company. Access QuakerNet at [www.myquakernet.com](http://www.myquakernet.com). You may also want to check out the See Alumni feature on LinkedIn.

## PENN ALUMNI CAREER NETWORKING

The Alumni Education Office partners with Career Services to offer a wide array of professional development seminars and workshops exclusively for alumni. Whether you are expanding your network and looking for your first job, preparing for a mid-career change, connecting with other executives, or building your professional skills, Penn Alumni Career Networking is your guide. Find out more by visiting the Penn Alumni Career Networking page: <https://www.alumni.upenn.edu/careernetworking>

## CREDENTIALS SERVICE

Career Services has partnered with Interfolio to help with maintenance and mailing of credentials letters for interested Penn students and alumni. Additional information can be found here: <http://www.vpul.upenn.edu/careerservices/credentials/>

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**Phone:** 215-898-7533 \* **Fax:** 215-573-2687 \* **Website:** <http://www.vpul.upenn.edu/careerservices>