

# COVID-19

## Virtual Access to University Career Services

University Career Services will remain open virtually! Here are the various ways in which you can connect with our office:

### Contact Us

Inquiries and concerns can be emailed to the appropriate staff member. See below:

### Current Students and Alumni

Please be sure to include your **full name**, **student email address** and **GSW Student ID Number** in correspondence

### Resume Assistance and Reviews

For a resume review, email [Sandra.fowler@gsw.edu](mailto:Sandra.fowler@gsw.edu)

- If you have not started your resume, you may email and ask for our preferred template. It's the best!
- If you have one ready for review, please attach your resume and/or cover letter in a Word Document.
- Include Your full name and Your GSW Student ID Number

Your document will be reviewed within 48 hours and emailed back to you with the recommended edits. (I will notify you if it will take longer than 48 hours.)

### Appointments

Please note: Due to the campus response to the coronavirus (COVID-19), starting Thursday, April 2, 2020, all career counseling appointments will only be offered virtually until further notice.

For telephone or FaceTime appointments, email [Sandra.fowler@gsw.edu](mailto:Sandra.fowler@gsw.edu). Include 3 times that will work for you and include your telephone number.

## Events

All on-campus events and the GACE Statewide Career Fair are cancelled for the remainder of the semester and summer. We are working to make workshops available virtually using Zoom or another platform.

## Online Resources



Purple Briefcase is our online career management system. It includes a job board where you can browse and apply to jobs, and receive announcements for events. There is also access to many career-related resources.

Please take this opportunity to complete your profile. It only takes a few minutes. By completing your profile, you will become more visible to employers who are looking for your specific qualifications and jobs that match your interests will be highlighted for you.

### **Important Reminders**

- The Suit-A-Surge Career Closet is not available during the mandatory shelter in place.
- Career Closet donations cannot be accepted until further notice.