Mission

The mission of The Career Center at Loyola University Maryland is to assist all undergraduate and graduate students and Loyola alumni in the total career development process. This process is an ongoing, lifetime activity and addresses various needs, such as:

- Choosing or changing a major,
- Clarifying interests,
- Obtaining part-time and summer job and internship experiences,
- Planning and conducting a professional job search,
- Obtaining full-time employment,
- Selecting and being admitted to graduate school, and
- Changing careers.

The Career Center seeks to support the diversity of the human person as it pertains to an individual’s career by creating opportunities to nurture each person’s unique inclinations, and encouraging the exercise of one’s freedom to pave his or her professional path. The Career Center offers many services to assist in this process, and continuously strives to educate and promote partnerships with students, alumni, faculty, employers, and members of the Loyola community.

INDIVIDUAL ADVISING SESSIONS

Students and alumni can make individual appointments to discuss career options, job search strategies, resume writing/critiquing, choice of major and employment or graduate school opportunities. Any topic of concern, either present or future, concerning career planning is proper for discussion with a Career Advisor. Contact The Career Center to make an appointment. Appointments are available on all three Loyola campuses (Evergreen, Timonium, & Columbia).

HIRELOYOLA

The Career Center utilizes HireLOYOLA, a web-based recruitment system, to coordinate on-campus interviews, Career Center events, and job/internship postings. The system allows students to register information with The Career Center, upload resumes and cover letters, publish resumes for employer viewing, and search for jobs, internships and employer information. Visit The Career Center website and click on the HireLOYOLA logo to get started.

WORKSHOPS

A series of job readiness and post graduate planning workshops are held in the Fall and Spring each year. A schedule of these workshops may be obtained from The Career Center and through our website.

RESUME CRITIQUES

The Career Center is available to critique resumes, cover letters, and other employment/graduate school related correspondence. To utilize this service, you can meet with a Career Advisor, attend walk-in resume hours, drop off a copy at the front desk, or e-mail to thecareercenter@loyola.edu. Please allow 2-3 business days for turnaround.

Hours

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<td>Academic Year</td>
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LOYOLA UNIVERSITY MARYLAND

ON-CAMPUS RECRUITMENT PROGRAM
Loyola’s On-Campus Recruitment Program brings employers on campus during the Fall and Spring semesters to interview students for jobs and internships. On average, over 100 companies send representatives to Loyola annually.

ALUMNI CAREER NETWORK
The Alumni Career Network is a database of Loyola alumni who serve on an “on-call” basis. They serve as sources of career information and employment opportunities. Individuals who are interested in learning more about a particular career field and/or seeking employment can utilize this service through the Mentor Search tab on HireLOYOLA.

CAREER RESOURCE LIBRARY
The Career Resource Library, located in The Career Center, offers reference materials and information on occupations, employers and graduate/professional schools, and references related to career decision making and the job search process.

VOCATIONAL/INTEREST TESTING
Vocational interest tests, which can be used to identify areas of career interest, are administered and interpreted individually for students and alumni. Tests that are available include the Strong Interest Inventor, Myers-Briggs Type Indicator, and CareerLeader (available only for graduate business students and graduate business alumni).

ONLINE RESOURCES
The Career Center offers several online resources to students including, What Can I Do With a Major In…?, CareerBeam (a career exploration system), CareerSpots (job and internship search videos), Job Choices (career-related magazine), Internships.com, InternMatch.com, Goinglobal (an international and domestic opportunities and career resources system), Glassdoor (website containing salaries, job and company information and reviews), Out for Work: LGBTQ Career Center Library, and ExecuNet and TheLadders (career management resource for experienced professionals). For more detailed information, please obtain The Career Center online services sheet or visit our website.

GRADUATE / PROFESSIONAL SCHOOL INFORMATION
The Career Center has numerous graduate/professional school resources. The Career Resource Library contains the hard copies of Peterson’s Graduate Catalogues as well as other resources to help you with your graduate/professional school search. In addition, a Career Advisor will critique personal statements, essays and applications for graduate/professional school.

EMPLOYER CONTACTS
The Career Center maintains a database of over 7,000 employer contacts that can be utilized for career networking purposes and to aid you in your job/internship search. Access this database through the employer tab in HireLOYOLA.

JOB LISTINGS
The Career Center has various job listings on HireLOYOLA for full-time and part-time employment, summer jobs, internships and childcare positions.

PRACTICE INTERVIEWING
A Career Advisor will conduct practice interviews and provide feedback. This is valuable tool since it can assist you with your interviewing techniques for jobs, internships and graduate/professional school. Please allow 1 1/2 hours for a practice interview appointment.

SPECIAL PROGRAMS
The Career Center sponsors/co-sponsors a number of special programs throughout the academic year. Some of the programs include: a Fall and Spring Career Fair, Post-Graduate Service Fair, Academic Department Career Days/Nights, Employer Presentations, and a Practice Interview Program. Additionally, the annual Maryland Career Consortium (MCC) Career Fair is co-sponsored by The Career Center and the MCC. Interested individuals are encouraged to keep in contact with The Career Center regarding its upcoming events.

RECIROCITY SERVICE
Loyola students may request assistance from Career Centers at select colleges and universities throughout the United States. Letters requesting such assistance will be written by Loyola’s Career Center Staff upon request. Check with The Career Center regarding policy information.

GRADUATE EXAM PREPARATION
Review courses and practice tests for the GRE, GMAT, LSAT, MCAT, and DAT are offered each semester.

FOLLOW-UP STUDIES
The Career Center conducts an annual undergraduate follow-up survey on each graduating class as well as a bi-annual graduate follow-up survey, highlighting the post-graduate success of our graduates.

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