

AMERICAN UNIVERSITY
Career Center

Preparing for your Advising Appointment

What to Bring

- A specific idea of what you would like to discuss with your advisor:
 - Majors
 - [Internships](#)
 - Post-graduation jobs
 - [Interview preparation](#)
 - International opportunities
 - [Graduate school](#)
- A copy of document(s) you wish to review:
 - [Resume](#)*
 - [Cover Letter](#)*

*You may e-mail your resume/cover letter to your advisor in advance of the appointment. Your advisor may be able to review it prior to meeting with you.

How to Prepare

- Use [AU CareerWeb](#) to discover job and internship opportunities. If you find any that interest you, bring them with you to your appointment or save in your “Favorites” tab.
- If you want help getting started on a first draft of your resume or cover letter, take advantage of our trained [Peer Advisors](#)’ expertise, our [Resume](#) and [Cover Letter](#) Samples, or our weekly [Drop-in Advising Hours](#)!
- Consider what it is about a specific job or career that **REALLY** interests you. For example:
 - Variety of projects
 - Flexible hours
 - Traveling
 - Writing and doing research
- If you scheduled an “Interview skills and techniques” appointment, get a head start by conducting a [virtual mock interview](#). Send the link to your interview to your advisor before your appointment.

AU Career Center Resources

Find thousands of job and internship postings, resume and cover letter building tools, and much more on [our website](#), and come browse through books in our circulating Career Resource Library!

American University Career Center

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American.edu/careercenter