

## Career & Professional Education Workshops Virtual Videos

### Directions:

1. Watch the resume, cover letters, and interviewing videos. Links below.
2. Complete the related Knowledge Check after viewing each video.
3. Once the Knowledge Checks are completed, email the Career and Professional Education Center (CAPE) at [careers@buffalostate.edu](mailto:careers@buffalostate.edu) to confirm your participation.
4. Prepare your resume and cover letter, then submit them to CAPE, requesting they critique your resume and cover letter.
5. Forward both CAPE's critiqued version and a professional copy of your resume and cover letter to Professor Scalia at [scalia@buffalostate.edu](mailto:scalia@buffalostate.edu) to include with your internship application.
6. A CAPE staff member will verify your video participation and critique session and sign **Form #2: CAPE Verification Form** (this form is available under the "How to Apply" section on this internship site).

If you have questions about the videos, contact CAPE at [careers@buffalostate.edu](mailto:careers@buffalostate.edu)

Step 1 – Watch the Video	Step 2 – Complete the Knowledge Check	Step 3 –
<a href="https://buffalostate.video.yuja.com/V/Video?v=6008666&amp;node=26791578&amp;a=1473284480&amp;autoplay=1">Resume Video</a>  <a href="https://buffalostate.video.yuja.com/V/Video?v=6008666&amp;node=26791578&amp;a=1473284480&amp;autoplay=1">https://buffalostate.video.yuja.com/V/Video?v=6008666&amp;node=26791578&amp;a=1473284480&amp;autoplay=1</a>	<a href="https://buffalostate.co1.qualtrics.com/jfe/form/SV_bP0uBeUJriNPYjQ">Knowledge Check</a>  <a href="https://buffalostate.co1.qualtrics.com/jfe/form/SV_bP0uBeUJriNPYjQ">https://buffalostate.co1.qualtrics.com/jfe/form/SV_bP0uBeUJriNPYjQ</a>	Email CAPE to Confirm participation & Request CAPE staff to critique your resume and cover letter. Forward completed materials & Form #2 to Prof Scalia
<a href="https://buffalostate.video.yuja.com/V/Video?v=6009190&amp;node=26794809&amp;a=2002745632&amp;autoplay=1">Cover Letter Video</a>  <a href="https://buffalostate.video.yuja.com/V/Video?v=6009190&amp;node=26794809&amp;a=2002745632&amp;autoplay=1">https://buffalostate.video.yuja.com/V/Video?v=6009190&amp;node=26794809&amp;a=2002745632&amp;autoplay=1</a>	<a href="https://buffalostate.co1.qualtrics.com/jfe/form/SV_6yWspWp3lGfAXB4">Knowledge Check</a>  <a href="https://buffalostate.co1.qualtrics.com/jfe/form/SV_6yWspWp3lGfAXB4">https://buffalostate.co1.qualtrics.com/jfe/form/SV_6yWspWp3lGfAXB4</a>	
<a href="https://buffalostate.video.yuja.com/V/Video?v=6008939&amp;node=26793229&amp;a=1836377827&amp;autoplay=1">Interviewing Video</a>  <a href="https://buffalostate.video.yuja.com/V/Video?v=6008939&amp;node=26793229&amp;a=1836377827&amp;autoplay=1">https://buffalostate.video.yuja.com/V/Video?v=6008939&amp;node=26793229&amp;a=1836377827&amp;autoplay=1</a>	<a href="https://buffalostate.co1.qualtrics.com/jfe/form/SV_0eJKuGaj9dG7qKy">Knowledge Check</a>  <a href="https://buffalostate.co1.qualtrics.com/jfe/form/SV_0eJKuGaj9dG7qKy">https://buffalostate.co1.qualtrics.com/jfe/form/SV_0eJKuGaj9dG7qKy</a>	