



LAKE FOREST
COLLEGE

Dear Students,

In the light of developments with the spread of COVID-19 and the move to remote learning at Lake Forest, we first want to assure you that the Career Advancement Center is still here for you and that we will be continuing to assist you throughout your career planning and job and internship searches. Even though most work is moving online, it doesn't mean you need to stop planning internships, engaging with potential employers, and applying for jobs.

The Career Advancement Center will retain business hours from 8:30a.m.-5p.m. Monday-Friday in a virtual setting. You can contact the CAC by calling 847-735-5235 or emailing careers@lakeforest.edu.

Advising Appointments: connecting with your career advisor

- **All advising appointments are moving to online for the remainder of the semester.** We will be offering phone appointments and video appointments using the [Zoom online video conferencing platform](#).
- **You can continue to schedule appointments in the same ways as before.** Either schedule an appointment [using Handshake](#) or by calling 847-735-5235 during business hours. You will be prompted to select an option for virtual appointment mediums (phone or video call).
- **After scheduling your appointment, you will receive an important confirmation email** from Handshake that provides call-in information, including a phone number for phone appointments and a link to join the appointment in Zoom for video appointments. You can learn more about how to join a Zoom meeting [here](#).
- *If you already have an in-person appointment scheduled, your advisor will reach out in advance of your appointment with arrangements for either a phone or video call.*

Additional Resources: How to continue your career planning virtually

- **Read Your Career Pathway Newsletters:** You will continue to receive these emails every other Tuesday at 11a.m. throughout the semester – check your inbox on Tuesday, March 24! These updates are full of curated lists of open internships and jobs. We will also be adding announcements about opportunities to virtually engage with employers, webinars, and other programs as well as virtual career planning resources. Newsletters will be posted on Handshake in case you miss one.
- **Participate in Virtual Programs and Webinars:** Stay tuned to the [events page on Handshake](#) for virtual programs later this semester, offered both by the CAC and by employers.
- **Access Career Planning Resources on Handshake:** Check out tools like [Vault](#), which offers has over 100 titles of award-winning career guides and job-search tips; [Focus2](#), which assists with career exploration and assesses your career-readiness; or our [resume and cover letter resources](#).

If you have any questions, please don't hesitate to reach out and we will try our best to make sure you have all the resources you need to continue to plan for your future with our help.

Stay strong, Foresters!

Sincerely,

Colleen Monks
Director, Career Advancement Center