

CDS STAFF

Contact	College/Major Service
Mrs. Yvette Clayton Director 256.372.8182 yvette.clayton@aamu.edu	Business & Public Affairs
Ms. Angel Lee Interim Assistant Director 256.372.8220 angel.lee@aamu.edu	Employer Relations & Events Software Support: <ul style="list-style-type: none"> Handshake
Mrs. Tangela Rutledge-Gale Career Counselor/Recruiter 256.372.8181 tangela.rutledge@aamu.edu	Agricultural, Life & Natural Sciences Software Support: <ul style="list-style-type: none"> Focus2
Mrs. Iris Glover-Robinson Career Information Specialist 256.372.8179 Iris.glover-robinson@aamu.edu	Engineering, Technology & Physical Sciences Software Support: <ul style="list-style-type: none"> InterviewStream
Ms. Maleeka Hollaway CDS Staff 256.372.5694 maleeka.hollaway@aamu.edu	Education, Humanities & Behavioral Sciences
Mrs. Monique Ryan Senior Secretary 256.372.5692 monique.ryan@aamu.edu	General Assistance

Monday - Friday | 8:00 am - 5:00 pm

Patton Building, Room 101 | 256.372.5692 | aamu.edu/cds

Helping Bulldogs Prepare for Professional Success



STUDENT REGISTRATION



Be sure to READ all instructions
before beginning your CDS Registration



[aamu_cds](https://www.instagram.com/aamu_cds)



[aamucds](https://twitter.com/aamucds)

CDS REGISTRATION

Complete Steps 1-3 to be ***cleared by CDS for Graduation***.
Complete all 4 steps to be **fully approved** and **eligible** to participate in on campus interviews.

STEP 1 | CREATE A PROFILE

- Activate and complete your profile: www.aamu.joinhandshake.com by using your University issued email account.

STEP 2 | CREATE A RESUME

- Visit aamu.edu/cds, and follow the instructions provided in the [Resume Guide](#) for your college.
- Use the resume template provided and/or attend a RESUME WRITING WORKSHOP.
- Name & Save your resume in this format: Last Name, First Name, Major.

STEP 3 | GET YOUR RESUME REVIEWED & APPROVED

- Contact the CDS office to set up an appointment for a resume critique with a career counselor (see back panel)
- OR stop by with your resume for a 15 minute, one-on-one RESUME CRITIQUE SESSION (see Workshop section).
- Once your resume has been approved by a CDS Career Counselor, upload the APPROVED resume to your completed profile in Handshake.

STEP 4 | BECOME ELIGIBLE FOR ON-CAMPUS INTERVIEWS

- Participate in an **Interviewing Skills Workshop** (see Workshop section for schedule) or a **mock interview** to become eligible to participate in on-campus interviews (i.e. Interview Day, employer-requested campus interviews).

CAREER DEVELOPMENT SERVICES

Career Development Services (CDS) provides and facilitates a variety of events and services throughout the academic year. This includes employer information sessions, career readiness workshops, a fall and spring career fair, mock interviews, Graduate and Professional Schools Day (GPSD) Expo and the Youth Motivation Task Force (YMTF) Outreach Program. The goal for every event is to help students prepare for professional success.

WORKSHOPS

Resume Writing Workshop	2nd Tuesday of the Month, 2p-2:30p
Interviewing Skills Workshop	2nd Tuesday of the Month, 3p-3:30p
Resume Critique Session	Monday, 9a-12p & Thursday, 3:30p-4:30p
CDS Online Resources	Wednesday, 2p-2:30p

Workshops are held in the Conference Room of the CDS office.

Days/Times: Subject to change, contact the CDS Office to confirm.

Business attire is not required to attend the above workshops.

CDS ONLINE RESOURCES

Handshake* | Post your resume; view jobs and CDS events

aamu.joinhandshake.com

Interviewstream* | Record and view your own mock interviews

aamu.interviewstream.com

FOCUS 2* | Identify majors & careers based upon interests

www.focus2career.com

* Use your University issued e-mail account to log into the above online resources.