

Placement Workshops

Job Search Tips and Techniques

Fall 2009

Jobs & Internships

Thursdays: 9/10, 10/8. 1 p.m. to 2:15 p.m.

Learn what you need to do to prepare for your job search

Gain an overview of the job market

Find out what kind of jobs and internships are available for your major

Learn correct job search procedure and protocol

Find out how you can gain access to 100's of online jobs

Résumés and Cover Letters

Thursdays: 9/24 and 10/15, 1:00 p.m. to 2:15 p.m.

Learn how to market yourself on paper

Discuss the importance of presentation vs. content

Learn the importance of editing and proofreading

Discuss hard copy vs. electronic résumés

Learn what to say in a cover letter and when to send one

OptimalRésumé Basic Lab*

Thursdays: 10/1, 10/22, 1:00 p.m. to 2:15 p.m. Atrium Learning Center

Learn how to use the online résumé and letter builder

Review selection sets and samples

Learn how to create a basic website and link your résumé to it

Learn how to present your résumé/cover letter etc. to employers

OptimalRésumé Advanced Lab**

Date and Time TBA Atrium Learning Center

Learn how to create and share your online portfolio

Get interview practice using the "live" interactive interviewer

Build a professional website

Interview Skills

Thursday: 10/29, 1:00 p.m. to 2:15 p.m.

Learn how to control nervousness and build confidence

Get practice answering the most common interview questions

Learn when and how to follow up after the interview

Job Market Preparation for Graduating Students

Thursday: 12/10, 1:00 p.m. to 2:15 p.m.

Learn how to develop an individualized job search plan

Develop a strategy for identifying hidden jobs

Fine tune your presentation skills

All workshops take place in the Placement Office, Room NG-08 except where noted

* Hands-on workshop conducted in the computer lab. Prerequisite: Resume and Cover Letters Wkshp or submission of an acceptable resume

* Hands-on workshop conducted in the computer lab. Prerequisite: Optimal Resume Basic Lab or resume approved in OR Review Center



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Placement Office

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