

## **The Office of Career Services can assist you in the following areas:**

- Assessing your career interests and goals
- Deciding on a major
- What you can do with a major in...?
- Planning a career
- Securing professional full-time employment
- Internships and summer employment
- Part-time jobs
- Job search strategies
- Preparing a resume
- What resume style is best for you
- Writing an effective cover letter
- How to research employers
- Resume referral services
- Using the internet for job search
- Pros and cons of temporary employment
- How to network your way to success
- On-campus career fairs
- Find current employment openings
- How to prepare for an interview
- Mock Interviews: practice your interviewing skills
- Writing follow-up letters
- Assessing a job offer

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If you need assistance in any of these areas, please call to make an appointment with one of our career counselors at 333-5942/5414.

## **Upcoming Career Days**

Don't miss the chance to meet your next great employer. Arrive early with resumes in hand and questions in mind.

**Fall Career Expo**  
**Thursday**  
**October 27, 2011**  
**10:00 a.m. - 2:00**  
**p.m.**  
**James H.**  
**Rainwater**  
**Conference Center**

**Education Career**  
**Day**  
**Wednesday**  
**November 16, 2011**  
**10:00 a.m. - 2:00**  
**p.m.**  
**James H.**  
**Rainwater**  
**Conference Center**

## **Fall 2011**

### **Career Development Seminars**



### **Career Services**

Powell Hall – West  
2nd Floor  
(229) 333-5942/5414

#### **Office Hours:**

Monday-Thursday  
8:00 a.m. – 5:30 p.m.  
Friday  
8:00 a.m. – 3:00 p.m.

# Career Development Seminars

## Attending Graduate School

Discussion topics will include deciding on graduate school, the application process and timeline, and financing your graduate education.

*Sept. 22 - Thurs. 4:00 p.m.*

*Oct. 18 - Tues. 10:00 a.m.*

*Nov. 9 - Wed. 12:00 p.m.*

## Job Search: The Whole Story

Want to avoid a haphazard, unorganized process and get real results from your job search? Come hear the whole story about the job search process to gain effective tools to apply to your search.

*Sept. 13 - Tues. 5:00 p.m.*

*Sept. 29 - Thurs. 10:00 a.m.*

*Oct. 5 - Wed. 12:00 p.m.*

*Oct. 20 - Thurs. 3:00 p.m.*

*Nov. 2 - Wed. 4:00 p.m.*

*Nov. 8 - Tues. 9:00 a.m.*

## Career Planning

When considering the future, it is easy to get overwhelmed with the many aspects of choosing the right major (and career!). Come explore the career planning process and reduce your anxiety about making career decisions.

*Sept. 21 - Wed. 4:00 p.m.*

*Oct. 6 - Thurs. 11:00 a.m.*



## Successful Interviewing

Discussion topics will include preparing for an interview, professional attire, types of interview questions, non-verbal communication, and interview follow-up.

*Sept. 7 - Wed. 10:00 a.m.*

*Sept. 20 - Tues. 3:00 p.m.*

*Oct. 6 - Thurs. 5:00 p.m.*

*Oct. 19 - Wed. 12:00 p.m.*

*Nov. 1 - Tues. 9:00 a.m.*

*Nov. 10 - Thurs. 4:00 p.m.*

## Career Fair Networking & Strategies

Are you new to the career day experience? Did you have trouble maximizing your last career day event? Come learn how to develop strategies to make these excellent events work better for you. Upcoming Career Fair dates are on the back of the brochure.

*Oct. 18 - Tues. 2:00 p.m.*

*Oct. 19 - Wed. 5:00 p.m.*

**Oct. 20\* - Thurs. 10:00 a.m.**

\*Last seminar before Fall Career Expo.

## Things to Remember

- *Each Seminar will last approximately one hour.*
- **You must call at least 24 hours in advance to register for a career seminar.**
- *Seminars will be held in the Career Services Office, Powell Hall-West, 2nd Floor. For more information or to make your reservation, call 229-333-5942/5414.*

## Introducing a New Service:

### Resume Walk-in Service

Come by the office on the following days and get some quick feedback on your resume draft:

Tues. 10:30 a.m.—12:30 p.m.

Wed. 9:00 a.m.—11:00 a.m.

Thurs. 3:00 p.m.—5:00 p.m.

Resume guides are available as well if you are just starting to write your resume.

**Walk-in hours will be unavailable on Career Days.**