

Career Development Seminars

Attending Graduate School

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

Jan. 27 - Thurs. 4:00 p.m.

Feb. 9 - Wed. 12:00 Noon

Mar. 8 - Tues. 9:00 a.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.

Feb. 3 - Thurs. 5:00 p.m.

Feb. 22 - Tues. 9:00 a.m.

Mar. 9 - Wed. 12:00 Noon

Mar. 22 - Tues. 3:00 p.m.

Apr. 7 - Thurs. 10:00 a.m.

Apr. 13 - Wed. 4:00 p.m.

Guide to Professionalism

How can a high level of professionalism provide you a step-up at your new job? Come learn valuable tips on maintaining professionalism in order to excel at your new job.

Apr. 12 - Tues. 4:00 p.m.



Successful Interviewing

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

Feb. 3 - Thurs. 10:00 a.m.

Feb. 23 - Wed. 3:00 p.m.

Mar. 8 - Tues. 5:00 p.m.

Mar. 24 - Thurs. 12:00 Noon

Apr. 5 - Tues. 9:00 a.m.

Apr. 20 - Wed. 4:00 p.m.

Resume Construction 101

Need a killer resume but don't know where to start? Come learn how to develop a resume that will best market your skills.

Feb. 8 - Tues. 5:00 p.m.*

Feb. 24 - Thurs. 12:00 Noon

Mar. 2 - Wed. 9:00 a.m.

*Mar. 24** - Thurs. 4:00 p.m.*

Apr. 6 - Wed. 3:00 p.m.

Apr. 19 - Tues. 9:00 a.m.

**Last seminar before Ed. Career Day.*

***Last seminar before Spring Career Expo.*

Prepared for your Date?

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.

Feb. 10* - Thurs. 5:00 p.m.

Mar. 23** - Wed. 3:00 p.m.

**Last seminar before Ed. Career Day.*

***Last seminar before Spring 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.*

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
- Recruiting events
- Find current employment openings
- How to prepare for an interview
- Mock Interviews: practice your interviewing skills
- Writing follow-up letters
- Assessing a job offer

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.

Education Career Day
Wednesday
February 16, 2011
10:00 a.m. - 2:00 p.m.
University Center
Magnolia Room

Spring Career Expo
Thursday
March 31, 2011
10:00 a.m. - 2:00 p.m.
University Center
Magnolia Room

Spring 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.