

Career Services WORKSHOPS

Fall 2010

RESUME WRITING

Looking for a job or internship? We will guide you through the first stage in your search, writing a resume. Get tips on what employers look for and how to stand out from other job seekers!

Mon. 9/27: 12:15-1:30 (K207)
Tue. 10/5: 10:50-12:05 (K203)
Wed. 10/27: 9:25-10:40 (K101)
Tue. 11/9: 10:50-12:05 (K203)

PROS & CONS OF TECHNOLOGY

Uncover how technology can help you when searching for a job and determining salary range. Also, find out how it can negatively affect your chances of getting an interview or job offer.

Mon. 10/4: 12:15-1:30 (K207)
Wed. 10/20: 1:40-2:55 (K103)

INTERNATIONAL STUDENTS

Are you an international student that needs help creating the perfect resume and cover letter? There are many differences between U.S. resumes and resume formats from other countries. This workshop will teach what should and should not be included on a resume.

Mon. 10/18: 12:15-1:30 (K207)
Tue. 10/26: 3:05-4:20 (K204)

COVER LETTERS & OTHER CORRESPONDENCE

Having trouble writing a cover letter? Join us to find out what should be included. We will also review thank you, acceptance/decline position, and resignation letters.

Tue. 9/28: 10:50-12:05 (K203)
Wed. 10/6: 1:40-2:55 (K103)
Wed. 11/3: 12:15-1:30 (K102)
Wed. 11/10: 1:40-2:55 (K103)



THE ART OF INTERVIEWING

Nervous about interviewing? Come discover interview techniques, how to successfully prepare beforehand, what to bring, and how to improve your professional appearance.

Wed. 9/29: 3:05-4:20 (K105)
Tue. 10/19: 10:50-12:05 (K203)
Tue. 11/2: 10:50-12:05 (K203)
Mon. 11/8: 12:15-1:30 (K207)

NETWORKING

Most jobs are found through networking! Let us show you how to effectively network by helping you write and deliver a polished "elevator speech."

Mon. 10/25: 3:05-4:20 (K201)
Wed. 11/17: 12:15-1:30 (K102)

GRADUATE STUDENTS

Would you like to learn how to utilize Blackboard, our website and other social media sites to land your next job or internship? Do you need a refresher on how to write an effective resume and cover letter? Do you need to build your interviewing skills and strategies on how to effectively network?

Wed. 10/13: 4:30-5:45 (K203)
Mon. 11/1: 4:30-5:45 (K203)

New This Fall

Workshops
for
International
and Graduate
Students!

Please RSVP in advance!

(203) 932-7342

jobs@newhaven.edu

Kaplan 210