Career Center Workshops
Fall 2014

The Office of Student Affairs’ Career Center will offer the following workshop series designed to assist students in finding and obtaining jobs. Students are encouraged to attend these 30 minute workshops in order to learn valuable information on a variety of topics which relate to the search for employment. Topics are listed below and include:

- Job Searching – Learn how to find a job for which to apply
- Resume Writing – Learn how to create a polished resume highlighting your skills
- Cover Letter Writing – Learn how to elaborate on your skills and stand out on paper
- Interviewing – Learn how to present yourself in interview situations.

The following is the workshop schedule.

<table>
<thead>
<tr>
<th>Title</th>
<th>Date</th>
<th>Day</th>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Job Searching</td>
<td>September 10, 2014</td>
<td>Wednesday</td>
<td>1:30 p.m.</td>
<td>Room 135</td>
</tr>
<tr>
<td>Cover Letter Writing</td>
<td>October 8, 2014</td>
<td>Wednesday</td>
<td>1:30 p.m.</td>
<td>Room 135</td>
</tr>
<tr>
<td>Resume Writing</td>
<td>October 29, 2014</td>
<td>Wednesday</td>
<td>1:30 p.m.</td>
<td>Room 135</td>
</tr>
<tr>
<td>Interviewing</td>
<td>November 12, 2014</td>
<td>Wednesday</td>
<td>1:30 p.m.</td>
<td>Room 135</td>
</tr>
</tbody>
</table>

As always, the Career Center is available for one-on-one support for all of these areas. The Career Center is located in room 120, in the Office of Student Affairs. Come by or contact us for an individual appointment, 706.213.2100.