

“Thursday Night Career Series”

Spring 2011 Schedule

All workshops will be held from 5:30 – 6:30pm in the Career Center
(Lightsey Building, Room 216)

Thursday, February 10th

Resumes 101 for Beginners: *What Are They & What Are They Used For?*

This workshop is designed for students who have never put together a resume, are not sure what they are or where to begin. Come learn about the basics and some tips and strategies for putting together your resume.

Thursday, February 17th

Preparing for the Career Fair

Planning on attending the Career Fair on February 23rd but aren't sure how to prepare for it? Come by and hear some suggestions the Career Center offers to make sure you are ready and to utilize the most out of this professional opportunity.

**Not just for Seniors – for any students/alumni planning on attending Career Fair*

Thursday, February 24th

Perfecting the Cover Letter: *The Resumes Trusty Sidekick*

Thinking about sending a resume without a cover letter? Re-think that idea and attend this session to learn why the cover letter is an asset to your application and why it makes such a good companion to the resume.

Thursday, March 3rd

Gap Year: *What Is It and the Pros & Cons of Taking Time Off*

Are you interested in taking time off school or are unsure about what to do after graduation? Maybe you want to travel, aren't ready to start graduate school or your career, or maybe you just need a break? Then you should think about attending this session to learn about your options and the benefits and potential pitfalls of taking time off.

**Not just for Seniors – for any students/alumni*

Thursday, March 17th

Resumes 201 for Intermediates: *Refining Your Draft or Old Resume*

Do you already have a resume put together, but aren't sure about it? Do you need to polish up the old resume for a class assignment, internship or job, or in making the transition from your high school version to your college or professional one? Then this session is targeted just for you.

**This session will be a good follow up to Resumes 101 for Beginners*

Thursday, March 24th

****Working for a Nonprofit: *Dispelling the Myths***

**In conjunction with the College of Charleston Center for Civic Engagement*

Interested in working for a nonprofit but aren't sure what area, or if you can afford to? Come by and hear testimonials and tips from real life professionals in the nonprofit sector, and learn about the wide array of personal and professional opportunities nonprofits have to offer.

Thursday, March 31st

Federal Government Hiring Reforms

Interested in interning or working for the Federal Government? Due to an Executive Order, many changes were made in 2010 to the hiring process that makes it easier and simpler to apply. Learn what these changes are, how they benefit you and gain some valuable tools to add to your arsenal when applying for federal internships or jobs.

Thursday, April 7th

Is Graduate School Right for Me?

Contemplating graduate school down the road? This session will discuss the many different resources available on campus to assist you with the decision making, preparation, application and selection process for graduate school.

Thursday, April 14th

Tips for Sealing the Deal in a Big Interview

Congratulations! You made a great impression on a potential employer or graduate school and you have been selected for an interview. Does this make you anxious or unsure of how to prepare for it? If so, grab a seat for this session to gain valuable tips for nailing both telephone and in-person interviews, and learn about the many great resources the Career Center offers, from tips sheets to video-taped mock interviews.

Thursday, April 21st

****Resumes 301 - *The Final & Finished Product***

Got a finished product that you need to send off, but would like a fresh set of eyes to look it over just in case? Stop by to learn some great pointers and finishing touches to the resume, and have the opportunity to have a Career Center representative look it over for you.

**This session will be a great culmination for those that attend Resume 101 and 201*

For more information about any of these workshops, or to reserve a seat for them, please contact Eric Anderson, Career Center Advisor, at 953-5693 / andersone@cofc.edu.

****Workshop Requires Pre-Registration.** To register, email your name, major and year, and the session(s) you would like to attend to Eric Anderson at andersone@cofc.edu.