

FALL

2017

# How to...

## Career Workshops

Wednesday, 9/13/17  
4-5pm, CHCS-201

### Create a Basic Resume

Learn the common mistakes people make when constructing their resumes and how to avoid them, as well as how to select the resume format that is the best fit for you. You'll also learn how to create a list of references and an effective cover letter.

Thursday, 9/21/17  
5-6pm, CHCS-201

### Setup a LinkedIn Profile

Learn how to create and utilize a professional LinkedIn profile that demonstrates your abilities and accomplishments. This will help you to build and develop a professional network that will effectively help connect you to your next employer.

Wednesday, 9/27/17  
4-5pm, CHCS-201

### Prepare for a Job Fair

Learn what you need to do before, during and after a job fair to make it an effective use of your time during a job search. A little preparation goes a long way and will give you the best opportunity to gain employment through a job fair connection.

Wednesday, 10/4/17  
4-5pm, CHCS-201

### Conduct an Effective Job Search

Learn the most effective approach to landing the job you want. Once you have clarity of the type of job you want, employers that you want to target for employment, and know how to connect within the company, you'll be able to speed up your path to employment. Don't just get "a job", get "the job" you want!

Wednesday, 10/11/17  
4-5pm, CHCS-201

### Setup a LinkedIn Profile

Learn how to create and utilize a professional LinkedIn profile that demonstrates your abilities and accomplishments. This will help you to build and develop a professional network that will effectively help connect you to your next employer.

Wednesday, 10/18/17  
4-5pm, CHCS-201

### Network Effectively - Online and Face-to-Face

When you are in job search mode, networking is NOT connecting with others to get them to help you land a job. However, when done correctly, networking does exactly that. Learn how to become a master networker face-to-face and online, even if you're an introvert. Becoming an effective networker will speed up your path to employment and career success!

Thursday, 10/26/17  
5-6pm, CHCS-201

### Setup a LinkedIn Profile

Learn how to create and utilize a professional LinkedIn profile that demonstrates your abilities and accomplishments. This will help you to build and develop a professional network that will effectively help connect you to your next employer.

Wednesday, 11/1/17  
4-5pm, CHCS-201

### Optimize Your Resume

Don't get lost in a sea of applicants! Learn how to make your resume stand out in the application process. Resumes don't normally get you the job but they open the door to get you into an interview. They are a tool to help you market yourself to a potential employer, and as such need to showcase what's in it for the employer if they hire you.

Wednesday, 11/8/17  
4-5pm, CHCS-201

### Setup a LinkedIn Profile

Learn how to create and utilize a professional LinkedIn profile that demonstrates your abilities and accomplishments. This will help you to build and develop a professional network that will effectively help connect you to your next employer.

Wednesday, 11/15/17  
4-5pm, CHCS-201

### Ace the Interview

You may never get a second chance to make that first impression! This workshop is designed to give you the tools you need to make a positive and lasting impression in an interview. Interview preparation is time well spent in order to present your best self when responding to the questions employers ask. You'll also learn when and how best to follow up after your interviews.

Wednesday, 11/29/17  
4-5pm, CHCS-201

### Gain 21st Century Employability Skills

Do you have all the skills you need to be a successful employee? Will you stand out as the best candidate at your next job interview? Join us for an overview of the top 10 Employability Skills employers expect you to have in the 21st Century in order to land and keep your next job. You'll also learn how you can earn a digital badge verifying that you have each of the employability skills.

Thursday, 11/30/17  
5-6pm, CHCS-201

### Setup a LinkedIn Profile

Learn how to create and utilize a professional LinkedIn profile that demonstrates your abilities and accomplishments. This will help you to build and develop a professional network that will effectively help connect you to your next employer.

**JOB & CAREER CENTER**

## Quickly Start a Resume

*Walk-in assistance available  
Monday - Friday in CHCS-102*

