



Career Services WORKSHOPS

Fall 2009

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. 10/5: 3:15-4:15 (K210)*
 Tue. 10/6: 3:15-4:15 (K201)
 Mon. 10/26: 3:15-4:15 (K210)*
 Tue. 10/27: 3:15-4:15 (K201)
 Wed. 11/4: 3:15-4:15 (K210)*
 Thurs. 11/19: 3:15-4:15 (K201)
 Mon. 11/30: 3:15-4:15 (K210)*

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. 10/7: 3:15-4:15 (K210)*
 Wed. 10/14: 3:15-4:15 (K210)*
 Wed. 10/28: 3:15-4:15 (K210)*
 Mon. 11/9: 3:15-4:15 (K210)*
 Thurs. 11/12: 3:15-4:15 (K201)
 Tue. 11/17: 3:15-4:15 (K201)
 Wed. 12/2: 3:15-4:15 (K210)*

*** Reservation are required. Seating for a maximum of 8.**

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.

Thurs. 10/8: 3:15-4:15 (K201)
 Thurs. 10/15: 3:15-4:15 (K201)
 Thurs. 10/29: 3:15-4:15 (K201)
 Mon. 11/2: 3:15-4:15 (K210)*
 Wed. 11/11: 3:15-4:15 (K210)*
 Tue. 12/1: 3:15-4:15 (K201)

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.

Wed. 10/21: 3:15-4:15 (K210)*
 Thurs. 10/22: 3:15-4:15 (K201)
 Thurs. 11/5: 3:15-4:15 (K201)
 Wed. 11/18: 3:15-4:15 (K210)*

NETWORKING ETIQUETTE

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. 10/19: 3:15-4:15 (K210)*
 Tue. 10/20: 3:15-4:15 (K201)
 Tue. 11/3: 3:15-4:15 (K201)
 Tue. 11/10: 3:15-4:15 (K201)
 Mon. 11/16: 3:15-4:15 (K210)*
 Thurs. 12/3: 3:15-4:15 (K201)

Please RSVP in advance!

(203) 932-7342



jobs@newhaven.edu



Kaplan 210