

Career Services WORKSHOPS

Spring 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. 2/15:	1:40-2:40 (D204)
Wed. 2/24:	1:40-2:40 (D102A)
Mon. 3/8:	1:40-2:40 (D204)
Tue. 3/23:	1:40-2:40 (D102A)
Mon. 4/12:	1:40-2:40 (D204)
Wed. 4/21:	1:40-2:40 (D102A)

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. 2/16:	1:40-2:40 (D102A)
Mon. 3/1:	1:40-2:40 (D204)
Tue. 3/9:	1:40-2:40 (D102A)
Wed. 3/24:	1:40-2:40 (D102A)
Wed. 4/7:	1:40-2:40 (D102A)
Mon. 4/19:	1:40-2:40 (D204)

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. 2/17:	1:40-2:40 (D102A)
Tue. 3/2:	1:40-2:40 (D102A)
Wed. 3/10:	1:40-2:40 (D102A)
Mon. 3/29:	1:40-2:40 (D204)
Mon. 4/5:	1:40-2:40 (D204)
Wed. 4/14:	1:40-2:40 (D102A)

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. 2/22:	1:40-2:40 (D204)
Tue. 3/30:	1:40-2:40 (D102A)
Tue. 4/13:	1:40-2:40 (D102A)

D=Dodds

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."	
Tue. 2/23:	1:40-2:40 (D102A)
Mon. 3/22:	1:40-2:40 (D204)
Wed. 3/31:	1:40-2:40 (D102A)
Tue. 4/6:	1:40-2:40 (D102A)
Tue. 4/20:	1:40-2:40 (D102A)

Please RSVP in advance!

(203) 932-7342

jobs@newhaven.edu

Kaplan 210