

GENERAL

Career Services 101: Who We Are

Time Limit: 20 minutes

This presentation will provide a brief overview of the services, programs and resources available in the Career Services office. Participants will be introduced to our web site and resources that can help with exploring occupations, locating internships, preparing for the job search process, and connecting with professionals in their chosen career fields.

Myers-Briggs Type Indicator (MBTI)

Time Limit: 50 minutes

Audience: Freshman, Sophomores, Juniors & Seniors

Students will take the MBTI assessment to determine their type, identify job families and occupations that are a good fit for their type, and broaden their understanding of how it can be applied in organizational settings.

JOB SEARCH

Mastering Interview Skills

Part One: Understanding the Interview Process

Time Limit: 50 minutes

Present your polished and professional self by refining your interview style through learning the different types of interviews; developing interview strategies based on research of the organization and self assessment; knowing the most common types of interview questions asked and interview attire.

Writing Professional and Polished Job Search Correspondence

Time Limit: 50 minutes

This workshop will cover the structure, style and content of the most commonly used types of correspondence in a job search including cover letters, follow-up letters, thank-you letters and networking letters.

How to get the Job You Want: Winning Job Search Strategies

Time Limit: 50 minutes

This workshop is designed to assist graduate students in various approaches to a job search. Areas include identifying targeted sources of information, networking and using web resources.