

Spring Programs 2012

Job and Co-op Search Workshops

RESUMES & COVER LETTERS Learn how to write resumes and cover letters for your job or co-op/internship search.

Tues., January 10	4:45 – 5:45 pm	Student Union 109
Wed., January 18	12 – 1 pm	Student Union 302
Mon., January 23	5 – 6 pm	Student Union 302
Thurs., February 9	4:45 – 5:45 pm	Student Union 108
Tues., March 13	12:15 – 1:15 pm	Student Union 302

INTERVIEWING TECHNIQUES Discover how to prepare for an interview, ways to answer interview questions, and what to wear. After attending this workshop, call us to arrange a mock interview.

Wed., January 11	5 – 6 pm	Student Union 302
Tues., January 17	12:15 – 1:15 pm	Student Union 302
Tues., January 31	4:45 – 5:45 pm.	Student Union 109
Wed., February 8	5 – 6 pm	Student Union 302
Mon., March 12	12 – 1 pm	Student Union 302

JOB-SEARCH SUCCESS There are many ways to find a full-time job. Learn about Norse Recruiting job postings, on-campus interviews, and how to conduct a self-directed job search. Includes tips on networking and using the Internet.

Tues., January 10	12:15 – 1:15 pm	Student Union 302
Wed., January 18	5 – 6 pm	Student Union 109
Wed., February 15	5 – 6 pm	Student Union 302

CO-OP SEARCH STRATEGIES Find out about our co-op services, signing up for co-op credit, and methods for locating a co-op/internship.

Wed., January 11	12 – 1 pm	Student Union 302
Tues., January 17	4:45 – 5:45 pm	Student Union 109
Tues., March 20	4:45 – 5:45 pm	Student Union 106

Special Events and Important Dates

TRAINING SESSION FOR JOB EXPO Tips on how to network with employers and make the most of Job Expo.

Mon., February 13	12 – 12:45 pm	Student Union 302
Mon., February 13	5 – 5:45 pm	Student Union 302
Tues., February 14	4:45 – 5:30 pm	Student Union 109

BUSINESS WEEK Attend various programs offered the week of February 13. Sponsored by the Haile/US Bank College of Business. All students welcome. Visit their website for details.

MULTICULTURAL NETWORKING RECEPTION Sponsored by African-American Student Affairs, Latino Student Affairs, the Office of International Students & Scholars and the CDC. Network and explore career-related opportunities with local and regional employers. Dress professionally; bring resumes and your ALL CARD. Luncheon food items will be provided.

Tues., February 21	12 – 1:30 pm	Student Union 107-A (Ballroom)
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JOB EXPO 2012 Explore professional employment and co-op/internship opportunities with nearly 100 local and regional employers. See the CDC website for details. All students welcome. Dress professionally; bring resumes and your ALL CARD.

Wed., February 22	3 – 6 pm	Student Union 107 (Ballroom)
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PLANNING FOR GRADUATE SCHOOL Discover how to identify and apply to graduate/professional schools.

Mon., March 19	5 – 6 pm	Student Union 302
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SOUTHWEST OHIO / NORTHERN KENTUCKY EDUCATION FAIR Meet with school system representatives seeking teacher candidates and interview with those in which there is mutual interest. See the CDC website for details. Dress professionally; bring resumes and your ALL CARD.

Mon., March 26	9 am – 5 pm	Cintas Center, Xavier University
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TEACHER JOB FAIR Meet with school system representatives seeking teacher candidates. See the CDC website for details. Dress professionally; bring resumes and your ALL CARD.

Thurs., March 29	3 – 5 pm (new time)	Student Union 107-B&C (Ballroom)
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For an updated listing of programs, visit the Career Development Center website at: cdc.nku.edu