



Career Services Workshops - Athens Campus Spring 2010

Job Search Workshop

Did you know that looking for a job is a job? This workshop will provide job-search strategies, detail how to optimize time searching for a job, and provide an opportunity for you to develop a job-search plan.

When: April 7, 2010 @ 10:00 a.m. - 11:00 a.m.
May 13, 2010 @ 1:00 p.m. - 2:00 p.m.
June 21, 2010 @ 10:00 a.m. - 11:00 a.m.

Where: Room H-746
Athens Campus

Resume Writing Workshop

One of the first steps in securing a job is preparing a resume. This workshop will detail the various types of resumes, content of a resume, and provide great tips on how to write a professional resume. If you have never written a resume before or need to revise a resume, this workshop is for you!

When: April 13, 2010 @ 10:00 a.m. - 11:00 a.m.
April 14, 2010 @ 1:00 p.m. - 2:00 p.m.
May 19, 2010 @ 10:00 a.m. - 11:00 a.m.

Where: Room H-746
Athens Campus

Cover Letter Writing Workshop

Do you need to convince the employer to call you for an interview? This workshop will detail how to create a cover letter to get your resume read! It will expose you to the various cover letter styles and formats preferred by employers in today's market.

When: April 20, 2010 @ 1:00 p.m. - 2:00 p.m.
April 21, 2010 @ 10:00 a.m. - 11:00 a.m.
May 20, 2010 @ 1:00 p.m. - 2:00 p.m.

Where: Room H-746
Athens Campus

Interview Workshop

The job interview is when you will prove that you are the best candidate for the job! This workshop will detail how to prepare for an interview. It will allow an opportunity to practice and critique interviewing skills.

When: May 5, 2010 @ 10:00 a.m. - 11:00 a.m.
May 6, 2010 @ 1:00 p.m. - 2:00 p.m.
June 22, 2010 @ 10:00 p.m. - 11:00 a.m.

Where: Room H-746
Athens Campus

For more information, please contact:

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