THE CAREER CENTER

SKILLS Workshops

Each semester, the Career Center presents a variety of skills workshops for both undergraduate and graduate students. These workshops focus on key career development skills and are designed to give students the tools to succeed in the internship and job search.

RESUME

The ins and outs of creating a resume, focusing primarily on accomplishment statements and tailoring, but also content, structure and formatting.

COVER LETTER

The importance of creating an engaging and tailored cover letter which highlights their skills and knowledge of the company and position.

NETWORKING

The etiquette of networking, practicing their 30-second pitch and activities to increase comfort and skill in networking.

INTERVIEWING

Answering common interview questions, conducting company research, a framework for organizing answers, and how to effectively follow up.

CAREER FAIR PREP

The 30-second pitch, how and where to research companies, appropriate dress and how to strategically approach the career fair setting.

INTERNSHIP SEARCH

Various ways to search for positions, research companies, and find internships which fit their desired outcomes.

JOB SEARCH

Identify the types of positions they’re interested in, prioritize their search targets, and create a plan for targeted outreach.

SPECIAL REQUESTS

Custom programs for student groups, organizations and offices to fit more niche topics, by request.