

PROFESSIONAL DEVELOPMENT WORKSHOP DESCRIPTIONS

1. RESUMES & COVER LETTERS

DOES YOUR RESUME SCREAM **HIRE ME?** IF NOT, ATTEND THIS WORKSHOP TO LEARN HOW TO CONSTRUCT AN EFFECTIVE RESUME & COVER LETTER THAT WILL GENERATE EMPLOYER INTEREST!

2. INTERVIEWING WITH CONFIDENCE

CAN YOU TELL EMPLOYERS WHY THEY SHOULD HIRE YOU? CAN YOU IDENTIFY YOUR STRENGTHS? COME TO THE INTERVIEWING WITH CONFIDENCE WORKSHOP SO YOU CAN LEARN HOW TO EFFECTIVELY INTERVIEW.

3. PERSONAL BRANDING

GET NERVOUS AT A JOB FAIR? WANT TO EMERGE AS A LEADER IN YOUR FIELD? JOIN THE CMC TO LEARN HOW YOU CAN DEVELOP AN IMAGE THAT WILL GET YOU NOTICED & HIRED!!

4. WORKING A CAREER FAIR

KNOW HOW TO STAND OUT AT A JOB FAIR? CAN YOU SELL YOUR SKILLS IN 30 SECONDS? JOIN THE CMC TO LEARN HOW TO GET THE MOST OUT OF ATTENDING A CAREER FAIR!

5. ART OF NETWORKING

DO YOU SPEND ALL OF YOUR TIME WITH FRIENDS AT A NETWORKING EVENT? IF SO, ATTEND THE ART OF NETWORKING WORKSHOP TO LEARN HOW TO COMMUNICATE WITH EMPLOYERS & GET NOTICED!

6. RESEARCHING YOUR INDUSTRY

DO YOU KNOW WHERE TO GO TO FIND INTERNSHIPS, COOPS, OR JOBS? RESEARCHING YOUR INDUSTRY WILL SHOW YOU HOW TO RESEARCH OPPORTUNITIES RELATED TO YOUR MAJOR!

7. MANAGING YOUR ONLINE PRESENCE

DOES YOUR FACEBOOK PAGE **"SCARE"** EMPLOYERS? DO YOU HAVE AN INAPPROPRIATE **HASHTAG?** KNOW HOW TO USE LINKEDIN TO CONNECT WITH YOUR **"DREAM EMPLOYER"**? ATTEND THIS WORKSHOP TO LEARN HOW EMPLOYERS USE SOCIAL MEDIA TO EITHER HIRE OR DECLINE YOUR EMPLOYMENT APPLICATION!

8. INTERNSHIPS & COOPS

JOIN THE CMC & INTERNATIONAL CENTER TO GAIN INFORMATION ON HOW TO APPLY FOR AN INTERNSHIP OR COOP AND HOW TO STAY IN COMPLIANCE WITH THE FEDERAL GOVERNMENT. THIS WORKSHOP IS MANDATORY FOR ALL STUDENTS PARTICIPATING IN A COOP OR INTERNSHIP.

9. 30 SECOND ELEVATOR PITCH

WHEN YOU MEET AN EMPLOYER AT A CAREER FAIR, DO YOU KNOW WHAT TO SAY? DO YOU GET NERVOUS WHEN YOU ARE ASKED THE QUESTION "TELL ME ABOUT YOURSELF?" IF THAT'S YOU, COME TO THIS WORKSHOP WHICH WILL PROVIDE YOU WITH THE TOOLS TO SELL YOUR SKILLS TO THE EMPLOYER OF YOUR DREAMS!

10. SALARY NEGOTIATIONS

HAVE YOU EVER RECEIVED AN OFFER LETTER AND THOUGHT THE SALARY WAS TOO LOW? DO YOU KNOW WHAT BENEFITS ARE? EVER SEEN A "NON -COMPETE" CLAUSE? ATTEND THIS WORKSHOP AND LEARN HOW TO NEGOTIATE YOUR SALARY AND LEVERAGE YOUR KNOWLEDGE TO GET THE COMPENSATION YOU WANT!