

All workshops are held in the Career Center Library unless otherwise indicated. No reservations required.

### WALK-UP CAREER SERVICES

It's a great opportunity to ask questions of our career counselors and get them answered "on the spot."

**Tuesday April 10: 10 am – 2 pm**

Main Walkway

### “WRITING A WINNING RESUME”

#### WORKSHOP

How to put together an effective resume and a power cover letter.

**Thursday April 12: 2 – 3 pm**

### “FUNDAMENTALS OF INTERVIEWING”

#### WORKSHOP

Learn how preparation and practice can help you land the job.

**Tuesday April 17: 11 am – 12 pm**

### “MAKETHETHE CAREER FAIR WORK FOR YOU”

Learn how to distinguish yourself from other students at our upcoming Career Fair.

**Thursday April 19: 10 – 11 am**

### RESUME REHAB

This is an afternoon dedicated to making your resume more appealing and professional-looking. Bring in a resume draft and a counselor will help you fashion a clear and effective resume. Drop in any time.

**Monday April 23: 1 – 4 pm**



**Aspire  
Act  
Achieve**  
CAREER DEVELOPMENT CENTER  
Division of Student Affairs

### CAREER FAIR

Network with employers who are seeking candidates for full-time, part-time, and internship positions.

**Wed. April 25: 10 am – 2 pm**

Golden Eagle Ballroom

### “FUNDAMENTALS OF INTERVIEWING”

Learn how preparation and practice can help you land the job.

**Wednesday May 2: 3 – 4 pm**

### “WRITING A WINNING RESUME”

How to put together an effective resume and a power cover letter.

**Thursday May 3: 3 - 4 pm**

### “HOW TO APPLY TO GRADUATE SCHOOL”

Explore the benefits of graduate school and the steps for successful application.

**Wednesday May 9: 2 - 3:30 pm**

### “ETIQUETTE FOR THE JOB SEEKER”

Got etiquette? Protocol on e-mailing, cell phone usage, mixing and mingling and dining is discussed as it relates to the job search.

**Monday May 14: 3 – 4 pm**

### “JOB SEARCH STRATEGIES” WORKSHOP

Learn the value of self-assessment, goal setting, networking and employer research. Various job search methods will be discussed.

**Thursday May 17: 2 - 3 pm**

**Career Center**  
**Spring Calendar of Events**

<http://www.calstatela.edu/careercenter>

(323) 343-3237