



CAREER CENTER CALENDAR SEPTEMBER - OCTOBER 2009



HTTP://GWIREG.WGU.EDU/CAREER

Federal Work Study Orientation

Wednesday, September 2 | 3-5pm OR 5-7pm | Dorothy Betts Marvin Theatre

Career Center staff will answer questions about how to identify and apply for jobs, and manage the FWS job experience. Checklist and materials are available to download at <http://gwired.gwu.edu/career/fws>. For those who cannot make either of the main orientations there will be mini sessions at 4 & 4:30pm in Career Center Room 208 each weekday 9/8-12 & 9/15-18.

Federal Work Study Job Fair

Thursday, September 3 | 1-4pm | Marvin Center Ballrooms

Federal Work-Study-awarded students can take advantage of this opportunity to meet with employers and to pick up employment forms and complete tax paperwork. Dress appropriately as employers may conduct preliminary job interviews at the Fair. Info on attending FWS employers will be listed in GWork as they register. **More info:** <http://gwired.gwu.edu/career/fws>

On-Campus Recruiting (OCR) Information Sessions

Thursday, September 3 | 1-2pm | Career Center 208
Thursday, September 10 | 12-1pm | Career Center 208
Thursday, September 17 | 1-2pm | Career Center 208
Thursday, September 24 | 4-5pm | Career Center 208

This info session is intended for both new and current OCR students who have questions about how the program operates. Staff will walk participants through the process of applying for OCR jobs and navigating the interview process, and will discuss OCR-related topics, including GWork and the OCR module (new students will gain access to OCR on GWork with attendance at this program). **More info:** <http://gwired.gwu.edu/career/ocr>

Open House for Undergrads

Friday, September 4 | 1-3pm | Career Center

Explore our Career Resource Room, obtain information on internships and part-time jobs, including Federal Work Study positions. Learn about the Cooperative Education (Co-op) and On-Campus Recruiting (OCR) programs, get advice from our career consultants about the job-search process and more. Enjoy a late lunch and door prizes! **First 100 receive a FREE USB loaded with Career Center informational materials!**

Graduate Student Series: Open House for Grad Students & Alumni

Wednesday, September 9 | 6-8pm | Career Center

The Career Center recognizes that graduate students have unique employment and career-related needs. Visit the Career Center for an informal introduction to the resources and services available to graduate students.

Resume Basics

Thursday, September 10 | 5:30-6:30pm | Career Center 208

Learn how to create an effective resume that looks professional and communicates your transferable skills to potential employers.

Freshman Jump Start!

Monday, September 14 | 2-3pm | Career Center 208

Do you feel confused about what the Career Center has to offer first year students? Would you like guidance on the part-time or Federal Work Study job-search process? Do you need advice about careers and don't know where to start? If you are a freshman who wants to know how the Career Center assists with short- and long-term career goals, this is the program for you! This interactive session will review GWork, MyPlan and other Career Center resources to help you find the right internship or part-time job experiences to make the most of GW and start working towards your career goals.

Make the Most of the Career Fair

Monday, September 14 | 5:30-6:30pm | Career Center 208

Learn the basics of connecting with employers and preparing for positive and productive interactions at the Career Fair on September 23.

Creating Cover Letters

Monday, September 14 | 6:30-7:30pm | Career Center 208

A cover letter is a necessary complement to your resume. Attend this workshop to learn what a cover letter should include and how to customize it to a specific job.

Job Search Strategies

Tuesday, September 15 | 5:30-6:30pm | Career Center 208

This workshop will address the importance of assessing interests, skills and values in a successful job search. Learn the steps you'll need to take, and identify the best sources for job information.

Ace Your Interview

Tuesday, September 15 | 6:30-7:30pm | Career Center 208

If you are preparing for an upcoming interview, come to this workshop to familiarize yourself with the type of initial interviews you might face and possible follow-up interview scenarios.

Resume Critique Day

Wednesday, September 16 | 10am-12pm & 1-5pm | Career Center

Career consultants will be available to review and critique your resume and cover letter--no appointment needed! This will be particularly helpful for those who plan to attend the Fall Career Fair on September 23.

Mock Career Fair

Wednesday, September 16 | 5-6pm | Career Center Resource Room

First time at a Career Fair? Are you ready to approach recruiters and talk about yourself and your skills and interests? Do you know the right questions to ask a recruiter at the Fair? Come to this highly interactive and fun session to practice your Career Fair maneuvering skills.

Sunday Brunch Resume Critique

Sunday, September 20 | 11am-1pm | MV Ames Dining Room

Just in time for the Career Fair, get your resume critiqued by a Career Center representative while enjoying brunch at Mount Vernon!

Top Recruiters Discuss the Interview

Tuesday, September 22 | 6-7pm | See website for location

Join this panel presentation of top recruiting professionals to learn about interview strategies and skills. Identify your strengths and weaknesses to target areas for improvement and increase your overall interview success.

Fall Career Fair

Wednesday, September 23 | 1-5pm | Marvin Center Ballrooms

Meet with employers representing a variety of career fields recruiting for full-time, part-time, Co-op and internship positions. Attend the fair to look for job leads, gather information, and to develop a network of contacts. GWorld ID and business professional attire required for entrance. Learn about the participating organizations, their openings and requirements on GWork. **More info:** <http://gwired.gwu.edu/career/fairs>

U.S. State Department Internships

Tuesday, September 29 | 6-7pm | Marvin Center 405

If you have dreamed about interning at State, this program will demystify the application process and give you a glimpse of the vast opportunities within this agency. A panel of experts and past interns will provide additional details and answer questions.

Internships on the Hill

Wednesday, September 30 | 6-7pm | Marvin Center 413/414

This panel will feature GW students with experience as interns on Capitol Hill. Learn from fellow students about how they found their internships and how to make the most of this DC capital experience.

From Varsity Letters to Cover Letters

Thursday, October 1 | 6-7pm | Charles E. Smith Center AD Lounge

This session is targeted to student athletes seeking resume and cover letter writing skills. Learn how to translate varsity team experiences into meaningful skills in the workplace. All students are welcome. **Cosponsored with the Department of Athletics.**

Applying to Graduate School

Tuesday, October 6 | 4-5pm | Marvin Center 308

Graduate school provides an opportunity to delve into academic disciplines, meet other emerging professionals, and work with faculty who are leaders in their field. Applying to graduate or professional school is a complex process. Through this program, you will learn what is expected of you as an applicant. Following directions, paying close attention to deadlines, and establishing back-up plans can help you move closer to achieving your academic and professional goals.

Student & Alumni

Speed Networking Night

Wednesday, October 14 | 6:30-8:30pm | Alumni House @ 1918 F Street, NW

For UNDERGRADUATES. In networking, timing is critical—it's not just about finding the right opportunity to discuss your skills, but being able to interest someone else in your experience and capabilities in a short amount of time. During the first half of the workshop, you will learn the basics of this fundamental job and life skill. During the second half, you will have the opportunity to network with GW alumni professionals from a variety of fields. Light appetizers and refreshments will be served. Business attire required. **Cosponsored with GW Alumni Association.**

Graduate Student Series: Finding the Balance—Work, School & Family

Thursday, October 15 | 4:30-5:30pm | Career Center 208

Ever feel like you're juggling too many things at once? You're not alone! Many graduate students struggle to balance the demands of family, career, and academic commitments. Join members of the GW community in discussing strategies for success in school, work, and life.

Wacky Wednesday presents Career Carnival

Wednesday, October 21 | 9-11pm | Mount Vernon Pub

Come and learn about the various resources the Career Center offers! Get your resume/cover letter critiqued, learn to navigate GWork, and more! A representative from the Alumni House will also be there to share ways you can network with alumni! **Cosponsored with Mount Vernon Campus Life.**

Communications Industry Expo

Thursday, October 22 | 4-6pm | Marvin Center Continental Ballroom

From 4-4:30pm enjoy a Q&A session with communications industry panelists—media, public affairs, journalism, public and government relations. Then at 4:30pm meet with representatives from various communications organizations to discuss your career plans while networking and learning about internships and jobs. Additionally, GW alumni in the communications industry will be circulating through the expo to connect with and help students navigate the expo. Consult GWork for info on participating organizations.

Career Wednesday in the House!

Each Wednesday from 7-9pm throughout the semester, a Career Center representative will be on hand in a different House to provide information and advice about Career Center programs and services that can assist residents with their career development and job search needs. **Visit our online calendar for locations.**

RSVP REQUIRED
for ALL PROGRAMS!

You can register through the calendar on GWork.

CAREER CENTER CALENDAR SEPTEMBER - OCTOBER

2009

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
SEPTEMBER		2 FEDERAL WORK STUDY ORIENTATION 3-5PM OR 5-7PM DOROTHY BETTS MARVIN THEATRE	3 OCR INFORMATION SESSION 1-2PM CAREER CENTER 208 FEDERAL WORK STUDY JOB FAIR* 1-4PM MARVIN CENTER BALLROOMS	4 OPEN HOUSE FOR UNDERGRADS 1-3PM CAREER CENTER <i>FIRST 100 RECEIVE A FREE USB LOADED WITH CAREER CENTER INFORMATIONAL MATERIALS!</i>
7	8	9 GRADUATE STUDENT SERIES: OPEN HOUSE FOR GRAD STUDENTS & ALUMNI 6-8PM CAREER CENTER CAREER WEDNESDAY IN THE HOUSE! 7-9PM CHECK WEBSITE FOR LOCATION	10 OCR INFORMATION SESSION 12-1PM CAREER CENTER 208 RESUME BASICS 5:30-6:30PM CAREER CENTER 208	11
14 FRESHMAN JUMP START! 2-3PM CAREER CENTER 208 MAKE THE MOST OF THE CAREER FAIR 5:30-6:30PM CAREER CENTER 208 CREATING COVER LETTERS 6:30-7:30PM CAREER CENTER 208	15 JOB SEARCH STRATEGIES 5:30-6:30PM CAREER CENTER 208 ACE YOUR INTERVIEW 6:30-7:30PM CAREER CENTER 208	16 RESUME CRITIQUE DAY 10AM-12PM & 1-5PM CAREER CENTER MOCK CAREER FAIR 5-6PM CAREER CENTER RESOURCE ROOM CAREER WEDNESDAY IN THE HOUSE! 7-9PM CHECK WEBSITE FOR LOCATION	17 OCR INFORMATION SESSION 1-2PM CAREER CENTER 208	18 19 (SAT) 20 (SUN) SUNDAY BRUNCH RESUME CRITIQUE 11AM-1PM MV AMES DINING ROOM
21	22 TOP RECRUITERS DISCUSS THE INTERVIEW 6-7PM SEE WEBSITE FOR LOCATION	23 FALL CAREER FAIR* 1-5PM MARVIN CENTER BALLROOMS CAREER WEDNESDAY IN THE HOUSE! 7-9PM CHECK WEBSITE FOR LOCATION	24 OCR INFORMATION SESSION 4-5PM CAREER CENTER 208	25
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5	6 APPLYING TO GRADUATE SCHOOL 4-5PM MARVIN CENTER 308	7 CAREER WEDNESDAY IN THE HOUSE! 7-9PM CHECK WEBSITE FOR LOCATION	8	9
12	13	14 STUDENT & ALUMNI SPEED NETWORKING NIGHT 6:30-8:30PM ALUMNI HOUSE @ 1918 F STREET, NW CAREER WEDNESDAY IN THE HOUSE! 7-9PM CHECK WEBSITE FOR LOCATION	15 GRADUATE STUDENT SERIES: FINDING THE BALANCE—WORK, SCHOOL & FAMILY 4:30-5:30PM CAREER CENTER 208	16
19	20	21 CAREER WEDNESDAY IN THE HOUSE! 7-9PM CHECK WEBSITE FOR LOCATION WACKY WEDNESDAY PRESENTS CAREER CARNIVAL 9-11PM MOUNT VERNON PUB	22 COMMUNICATIONS INDUSTRY EXPO* 4-6PM MARVIN CENTER CONTINENTAL BALLROOM	23

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*FOR MORE INFORMATION ABOUT THE FAIRS, VISIT [HTTP://GWIREG.WGU.EDU/CAREER/FAIRS](http://gwired.gwu.edu/career/fairs)

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The Career Center

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<http://gwired.gwu.edu/career>



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