

North Carolina A&T State University ■ The Office of Career Services
Spring 2010 OCS Workshop Series

All workshops will be held in Murphy Hall, Room 203, except where indicated differently. Each session will last approximately 50 minutes (excluding the workshops designated TBA). RSVP required for all events; to RSVP, call 336-334-7755 and provide your name, phone number, and email address.

Date	Workshop Title	Date	Workshop Title
January			
January 12 th at 5 pm	Resume Writing 101	February 10 th at 5 pm	Navigating the Career Fair (for Freshmen & 1 st Timers)*
January 13 th at 11 am	How to Apply for a Co-op and/or Summer Internship	February 11 th at 5 pm	Resume Writing 101
January 14 th at 5 pm	Resume Writing 101	February 23 rd at 4 pm	How to Apply for a Co-op and/or Summer Internship
January 20 th at 11 am	The View: An Inside Look at the Spring Recruiting Season	February 24 th at 11 am	Evaluating Salary Offers: Deal or No Deal
January 21 st at 5 pm	The Candidate: Mastering the Interview		
January 27 th at 11 am	Dressing for Success	March	
		March 2 nd at 4 pm	Accepting a Co-op Position
		March 3 rd at 11 am	Evaluating Salary Offers: Deal or No Deal
		March 17 th at 11 am	Accepting a Co-op Position
February			
February 2 nd at 4 pm	How to Apply for a Co-op and/or Summer Internship		
February 2 nd at 5 pm	Resume Writing 101		
February 3 rd at 11 am	The Candidate: Mastering the Interview		
February 3 rd at 5 pm	Dressing for Success		
February 9 th at 5 pm	The View: An Inside Look at the Spring Recruiting Season		
February 10 th at 11 am	Navigating the Career Fair		

*Location TBD

Workshop Descriptions

Accepting a Co-op Position

This workshop will provide an overview of the Cooperative Education Program (Co-op). You will receive a Co-op Packet, forms, and information about requesting academic credit. To attend this workshop, RSVP to basheerp@ncat.edu with the event name in the subject line, at least 24 hours prior to the date and time of the event.

Dressing for Success

What to wear to a career fair, interview, or after you've landed the job still matters. Receive valuable information concerning business, business casual and casual dress, as well as what style of dress is most appropriate for various professional settings.

Evaluating Salary Offers: Deal or No Deal

Determining whether or not a job offer is a "good" offer goes far beyond the number of zeroes behind the dollar sign. Learn about the many elements that should be considered, examined, and researched when an offer is received. Gain some tips on how to negotiate offers prior to declining or accepting the deal that's been offered.

How to Apply for a Co-op and/or Summer Internship

Want to make yourself more marketable? Receive an overview of how to prepare for a co-op and/or summer internship. To attend this workshop, RSVP to basheerp@ncat.edu with the event name in the subject line, at least 24 hours prior to the date and time of the event.

Navigating the Career Fair

The Career Fair is approaching, and now is the time to get prepared. Prepared? Yes, prepared! Receive tips on how to get ready for a Career Fair and how preparation will enhance your experience and opportunity for career success. Did I say prepare?

OCS: What We Do & How We Can Help You

Interested in finding out how we can enhance your career? Receive an overview of the services and programs offered by the Office of Career Services, and learn what's really in it for you! In addition, learn more about how to use new OCS career tools and resources, such as AggieLink, C3M, ELeads, and much more!

Resume Writing 101

Never developed a resume? No problem. In this workshop, learn the fundamentals of basic resume writing to avoid common mistakes.

The Candidate: Mastering the Interview

It's time to interview for the job. Do you know what to do or what to expect? Learn how to prepare for the interview, answer the difficult questions, and follow-up.

The View: An Inside Look at the Spring Recruiting Season

Who's coming, pre-select & open schedules, how to sign-up, what to do if you do not meet employer requirements, independent job searches, and more.