Attending Graduate School
Learn more about the decision to go to graduate school, the application process and timeline, and financing your graduate education.

Jan. 31 - Thurs. 4:00 p.m.
Feb. 13 - Wed. 12:00 Noon
Mar. 12 - Tues. 9:00 a.m.

Job Search: The Whole Story
Avoid an unorganized, haphazard approach and learn effective strategies for a successful job search. Find out the whole story to get real results!

Mar. 6 - Wed. 12:00 Noon
Mar. 12 - Tues. 3:00 p.m.
Apr. 4 - Thurs. 9:00 a.m.
Apr. 9 - Tues. 4:00 p.m.

Dining Etiquette
Gaining the Edge During Business Meals
Do you know the difference between dining and eating? Come and learn how to project a positive, professional image at the dining table.

Feb. 19 - Tues. 11:00 a.m.
March 13 - Wed. 4:00 p.m.

February is Interview Preparation Month.
Come and explore the many services available to help you ace your upcoming interview.

Feb. 12 - Tues. 3:00 p.m.
Feb. 20 - Wed. 10:00 a.m.
Mar. 7 - Thurs. 2:00 p.m.
Mar. 14 - Thurs. 12:00 Noon
Apr. 2 - Tues. 9:00 a.m.
Apr. 10 - Wed. 4:00 p.m.
Apr. 18 - Thurs. 5:00 p.m.

Successful Interviewing
Discussion topics will include preparing for an interview, professional attire, types of interview questions, non-verbal communication, and interview follow-up.

Intro to InterviewStream
Let us demonstrate the latest interview prep software available. You will be glad that you took advantage of this program when you shine at your interview.

Feb. 6 - Wed. 4:00 p.m.
Feb. 12 - Tues. 9:00 a.m.
Feb. 21 - Thurs. 12:00 Noon

Things to Remember

- Each Seminar will last approximately one hour.
- You must call at least 24 hours in advance to register for a career seminar.
- Seminars will be held in the Career Services Office, Powell Hall-West, 2nd Floor. For more information or to make your reservation, call 229-333-5942.

Back by Popular Demand:
Resume Walk-in Service
Come by the office on the following days and get some quick feedback on your resume draft:

Tues. 10:30 a.m.—12:30 p.m.
Wed. 9:00 a.m.—11:00 a.m.
Thurs. 3:00 p.m.—5:00 p.m.

Resume guides are available as well if you are just starting to write your resume.
The Office of Career Services can assist you in the following areas:

- Assessing your career interests and goals
- Deciding on a major
- What you can do with a major in...
- Planning a career
- Securing professional full-time employment
- Internships and summer employment
- Part-time jobs
- Job search strategies
- Preparing a resume
- What resume style is best for you
- Writing an effective cover letter
- How to research employers
- Resume referral services
- Using the internet for job search
- Pros and cons of temporary employment
- How to network your way to success
- Recruiting events
- Find current employment openings
- How to prepare for an interview
- Mock Interviews: practice your interviewing skills
- Writing follow-up letters
- Assessing a job offer

If you need assistance with any of the areas listed, please call to schedule an appointment with one of our career counselors at 333-5942.

Upcoming Career Days

Don’t miss the chance to meet your next great employer. Arrive at the beginning of the event with resumes in hand and questions in mind.

Education Career Day
Thursday
February 28, 2013
10:00 a.m. - 2:00 p.m.
University Center Magnolia Room

Spring Career Expo
Tuesday
March 26, 2013
10:00 a.m. - 2:00 p.m.
University Center Magnolia Room

Spring 2013
Career Development Seminars

Career Services

Powell Hall – West
2nd Floor
(229) 333-5942

Office Hours:
Monday-Thursday
8:00 a.m. – 5:30 p.m.
Friday
8:00 a.m. – 3:00 p.m.