

Winter Break **CAREER** Checklist

WAYS TO PREPARE FOR SPRING 2018:

- Mark your calendars for our **Spring 2018 Career Fairs, Workshops, and Events**:
 - Resume Writing Tips and Advice Workshop: February 6
 - Career Week: February 18-22
 - JCPenney Suit-Up Event: February 18
 - Let Me Buy You Coffee: Advancing Your Career Over a Latte or Two: February 19
 - Young Professional/Career Fair Panel: February 20
 - Lunch and Learn with a Professional: February 21
 - Spring Career Fair: February 22
 - Professional Headshots: February 22
 - Interview Skills Workshop: February 27
 - How to Make Social Media Work for You Workshop: March 6
 - Characteristics of an Exceptional Employee + Some Not So Hot Characteristics Workshop: March 20
 - Education Majors Fair: April 11
- Create a profile and upload your resume to our **Career Connections Job Board** Database—get feedback regarding your resume’s content and format as well as browse current full-time careers and internships available
- Explore our career exploration tools including **What Can I Do With This Major?**
- Create or strengthen your **LinkedIn** page—we recommend using LinkedIn to develop connections and search for open positions

REMINDERS:

- If you are a December 2017 graduate, please note our services, career events, and workshops are still available to you even as an **alumni**
- We will be closed from December 21 to January 1, but you can visit us on **January 2, 2018**
- Appointment scheduling will start back on **Tuesday, January 16, 2018**
- Follow us on Facebook, Instagram, Twitter, and Pinterest



Career Connections