

Placement Workshops

Job Search Tips and Techniques

Spring 2014

Jobs & Internships Orientation

Thursdays: 2/6 and 2/20, 1 p.m. to 2:15 p.m. Room N-700

Learn what you need to do to prepare for your job search

Gain an overview of the job market

Find out what kind of jobs and internships are available for your major

Learn correct job search procedure and protocol

Find out how you can gain access to 100's of online jobs

Résumés and Cover Letters Using OptimalResume Software*

Morning Session - 11:00 a.m. to 12:15 p.m.

Tuesdays: 2/11, 2/25, 3/11, 3/25 Room NG-08

Wednesdays: 2/19, 3/5, 3/19 Room NG-08

Afternoon Session - 2:30 p.m. to 3:45 p.m.

Tuesdays: 2/18, 3/4, 3/18 Room NG-08

Wednesdays: 2/26, 3/12, 3/26 Room NG-08

Learn how to use the online résumé and letter builder

Create resume using pre-formatted section sets,

Style and download your résumé

Submit your résumé and cover letter to employers

Download it as a PDF, HTML MS Word or Plain Text Document

Learn how to market yourself on paper

Discuss the importance of presentation vs. content

Learn the importance of editing and proofreading

Discuss hard copy vs. electronic résumés

Learn what to say in a cover letter and when to send one

How to Make a Job Fair Work for You

Thursday: 3/20, 12:45 p.m. to 2:15 p.m. Room N-700

Prepare for the Best of Brooklyn Job Fair on April 1st and the

CUNY Big Apple Job Fair on April 4th.

Get the inside tips on what the companies are looking for

Practice your 30 second pitch

Learn how to follow up after the Fair

Interview Skills

Thursday: 4/10, 5/8, 1:00 p.m. to 2:15 p.m. Room N-700

Learn how to control nervousness and build confidence

Get practice answering the most common interview questions

Learn when and how to follow up after the interview



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