North Carolina A&T State University ■ The Office of Career Services

Fall 2009 OCS Workshop Series

All workshops will be held in Murphy Hall, Room 203, except where indicated differently. Each session will last approximately one hour (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.

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<tr>
<th>Date</th>
<th>Workshop Title</th>
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<tr>
<td>August</td>
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<td>October</td>
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<tr>
<td>August 25th at 4 pm</td>
<td>How to Apply for a Co-op and/or Summer Internship</td>
<td>October 13th at 4 pm</td>
<td>How to Apply for a Co-op and/or Summer Internship</td>
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<tr>
<td>August 26th at 11 am</td>
<td>The View: An Inside Look at the Fall Recruiting Season</td>
<td>October 14th at 5 pm</td>
<td>The Candidate: Mastering the Interview</td>
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<td>August 26th at 5 pm</td>
<td>Resume Writing 101</td>
<td>October 15th at 11 am</td>
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<td>August 27th at 11 am</td>
<td>OCS: What We Do &amp; How We Can Help You</td>
<td>October 15th at 5 pm</td>
<td>How to Apply for a Co-op and/or Summer Internship</td>
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<td>September</td>
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<td>October 21st at 11 am</td>
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<td>September 22nd at 5 pm</td>
<td>Navigating the Career Fair (for Freshmen &amp; 1st Timers)*</td>
<td>October 22nd at 11 am</td>
<td>Evaluating Salary Offers: Deal or No Deal</td>
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<td>Accepting a Co-op Position</td>
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<td>Resume Writing 101</td>
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<td>Applying to Graduate School*</td>
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<td>Resume Writing 101</td>
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<td>Etiquette Dinner</td>
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*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.

Applying to Graduate School: Everything You Want to Know about the Application Process
Deciding to pursue graduate studies is an important decision that should also be an informed one. Learn all of the things that should be considered when selecting a graduate school, and find out how to adequately prepare for studies on the post-undergraduate level.

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, ELedd., 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 Fall 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.