## Career Workshop Schedule
March - May 2016

Co-op & Career Services advisors conduct workshops to prepare students for different stages of the job search. Unless noted, workshops are held in 1131B Glenn L. Martin Hall and last approximately 45-60 minutes. Sign up at [http://ter.ps/engrworkshop](http://ter.ps/engrworkshop) so we can notify you of any changes to time or location.

### JOB SEARCH 101: FINDING AN INTERNSHIP/CO-OP JOB USING CAREERS4ENGINEERS
- **Tuesday, March 22**: 3 pm
- **Wednesday, March 30**: 10 am
- **Thursday, April 7**: 3 pm
- **Monday, April 18**: 10 am
- **Tuesday, April 26**: 11 am

### JOB SEARCH 101 (F-1): CAREER SERVICES & CPT FOR INTERNATIONAL STUDENTS
- **Friday, April 8**: 1 pm (focus on CPT)

### RESUME WRITING
- **Thursday, March 24**: 1 pm
- **Monday, April 4**: 10 am
- **Wednesday, April 20**: 1 pm
- **Monday, May 2**: 10 am

### CURRICULUM VITAE & RESUME WRITING FOR PHDS
- **Wednesday, March 23**: 2 pm

### LINKEDIN 101: CREATING AN ACCOUNT
(Must have active Careers4Engineers account. Bring laptop and resume to workshop.)
- **Thursday, March 24**: 10 am
- **Friday, April 15**: 11 am

### CAREER FAIR PREPARATION (FOR ECE SPRING CAREER FAIR)
- **Monday, March 21**: 3 pm

### COVER LETTERS & PROFESSIONAL CORRESPONDENCE
- **Thursday, March 31**: 2 pm
- **Wednesday, April 13**: 11 am
- **Monday, April 25**: 3 pm

### JOB SEARCH 201: NETWORKING AND ONLINE JOB SEARCH RESOURCES BEYOND C4E
- **Monday, March 21**: 1 pm
- **Thursday, March 31**: 10 am
- **Tuesday, April 19**: 1 pm
- **Wednesday, May 4**: 10 am

### INTERVIEW TECHNIQUES
- **Tuesday, March 22**: 1 pm
- **Wednesday, April 6**: 10 am
- **Tuesday, April 12**: 3 pm
- **Thursday, May 5**: 10 am

### EVALUATING JOB OFFERS & SALARY NEGOTIATION
- **Monday, March 28**: 2 pm
- **Thursday, April 7**: 10 am
- **Thursday, April 14**: 11 am
- **Thursday, April 28**: 3 pm

### SUCCESS 101: SKILLS NEEDED TO GET AHEAD IN YOUR FIRST INTERNSHIP OR JOB
- **Tuesday, May 3**: 3 pm
- **Monday, May 23**: 10 am
- **Monday, May 9**: 10 am

### THE IMPORTANCE OF PROFESSIONAL LICENSURE: PREPARING FOR THE FUNDAMENTALS EXAM
TBD – late April or early May

The workshops listed below are offered at different times in the semester. If you'd like to discuss any of these topics with a career advisor, please contact [careerengr@umd.edu](mailto:careerengr@umd.edu) to schedule an individual meeting.

**HOW TO WRITE A PERSONAL STATEMENT**