



MONTCLAIR STATE UNIVERSITY

The Center for Career Services & Cooperative Education • Morehead Hall, Rm 337 • 973.655.5194

Spring 2010 Workshop Schedule ALUMNI WORKSHOP SERIES

WORKSHOP	DESCRIPTION	DATE	TIME	FACILITATOR	ROOM
OptimalResume: WebResumes and More	Learn how to format your resume using <u>OptimalResume</u> , a comprehensive, web-based tool, which allows you to create, present and manage multiple resumes, cover letters and portfolios.	Tuesday February 23rd	5:45-6:45pm	Cecilia Sullivan & Adam Mayer	ADP Center University Hall 1 st floor
Finding a Job in Tough Times	Learn how to broaden your job search based on the current market. Self-assessment, detection skills and resources will be addressed.	Tuesday March 9th	5:45-6:45pm	Cecilia Sullivan & Adam Mayer	Room 320 Morehead Hall 3 rd floor
Recognizing Skills and Accomplishments	Participate in interactive exercises designed to both assess skills and identify accomplishments. Also, learn the top 5 skills/qualities employers look for in potential hires.	Wednesday April 14th	5:45-6:45pm	Cecilia Sullivan & Adam Mayer	Room 320 Morehead Hall 3 rd floor
Preparing for the Behavioral-based Interview	Learn how to prepare for a behavioral-based interview, which focuses primarily on your previous accomplishments. Then participate in a mock interview. Practice makes perfect!	Tuesday May 11th	5:45-6:45pm	Cecilia Sullivan & Adam Mayer	Room 320 Morehead Hall 3 rd floor

REGISTER HERE:

<http://www.zoomerang.com/Survey/WEB22A6J57SL5R>

All Workshops are free to MSU Alumni

Please visit us at www.montclair.edu/careerservices for additional workshops on-line.