THE CAREER CENTER

Workshop Descriptions

UNIVERSITY of WASHINGTON Division of Student Life

The Career Center offers three types of workshops so you can pick the one that's right for you. Choose from **Getting Started** workshops, **Labs**, and **Meetups**. Check our events calendar online for up-to-date workshop times and locations: <u>careers.washington.edu/Calendar</u>.

Getting Started *Getting Started workshops are short, 30 minute presentations on strategies for success in the job search.* Join us for topics including LinkedIn, resumes, and career fair success! Come as you are.

Career Fair Success – Getting Started

What are you supposed to do at a career fair? Learn how to plan a strategy for the most effective and efficient use of your time at a fair *plus* how to craft an introduction that makes a good impression, what to wear, and how to follow-up.

Cover Letters – Getting Started

Wondering how to write an engaging cover letter? You'll learn how to weave together your strengths with specific examples to write targeted cover letters that emphasize your fit for the job!

HuskyJobs – Getting Started

HuskyJobs is an extensive online database of jobs and internships and an excellent career research and job search tool. Attend this workshop to build your skill in using basic to advanced HuskyJobs features.

Informational Interviews – Getting Started

Informational Interviewing is a key strategy for both career exploration and the job search process. We will cover the who, how, and why of informational interviews so that you leave prepared to conduct informational interviews!

Interviews – Getting Started

Interviews can be scary—especially when they include questions like the dreaded, "Tell me about yourself." This workshop addresses general preparation, researching companies, what to expect, and answering behavior-based and other tough, important interview questions.

Job Search – Getting Started

Learn key strategies and tools for an efficient, successful job search

LinkedIn – Getting Started

Not sure where to start with LinkedIn? We'll cover how to set up a basic profile and get started connecting with friends, colleagues and professionals.

Networking – Getting Started

We know it takes a certain, special type of person to genuinely enjoy networking. For the rest of us who may need a little help, we'll teach some easy, non-threatening ways to connect with others to meet your goals. Learn ways to get "them" talking (so you can relax – and listen!), dealing with silence, getting the info, and how to move-on and follow-up.

Resumes – Getting Started

Not happy with your resume? Don't know where to start? Let us help! We will discuss format, style, and how to write a resume that best reflects your strengths and talents.

Labs: Ready to explore further or get some practice? Join us for Labs—interactive, engaging workshops. Some labs are come as you are, others request that you bring some materials with you.

Explore Your Path Lab (through Wandering Maps)

Map out past experiences while thinking creatively about the future by building a Wandering Map. Sketch a map, identify themes, and write next steps, all while doodling, shading, and drawing. <u>Come as you are—no preparation needed!</u>

Identifying Your Strengths Lab

You keep hearing, "Employers need to know your strengths," but think, *I* don't even know my strengths! You're not alone – employers say that up to 80% of candidates can't name their strengths and thus can't articulate their fit for a position. This workshop will help you begin to identify your unique strengths/skills/talents and get an edge in securing the job you want. Please join us for an interactive introduction to the Dependable Strengths Process. <u>Come as you are—no preparation needed.</u>

Interviewing Lab

Be a standout to employers and tell them what they really want to know: how you are valuable to them! Learn how to highlights your strengths and demonstrates you know about their company. We'll practice answering interview questions in small groups. Please attend the 'Interviews —Getting Started' workshop or view the Interviewing workshop on our website prior to attending.

Job & Internship Search Lab

Join us to utilize job search strategies and put together a strategic job search or internship search plan. <u>Please attend the 'Job Search—Getting Started' workshop prior to attending.</u>

LinkedIn Lab

With 250 million professionals on LinkedIn, of which 200,000+ are Huskies, there are people all over the world to connect with. Learn how to create a profile that gets attention and connects you with future colleagues. If possible, bring a laptop or tablet to work on your profile.

Networking Lab

This lab is an opportunity to start implementing what you learned about in the Getting Started workshops on Networking and/or Career Fair Success! Lab activities may include finding people to network with, researching employers, practicing how to talk with employers and others, and composing thank you or other follow-up emails. If possible, bring your laptop or tablet to the lab.

Resume Lab

We'll pick up where the 'Getting Started—Resumes' workshop leaves off with student-to-student resume reviews and guidance from the facilitator. Before attending the lab please view the online workshop or attend the 'Resumes —Getting Started' workshop. Bring a draft of your resume to the lab, and if available, a relevant job posting.

Meetups: Get valuable feedback and advice (and build connections) from a Career Counselor and other students in one of our Career Meetups. Casual (but productive) conversations, just for UW undergraduates!

Meetup: Internships for Sophomores & Juniors

We'll be talking internships, internships, internships—when, where, why and everything in between—<u>come as you are with or</u> <u>without questions.</u>

Meetup: Job Search for Seniors

Graduating in the next few quarters? We'll be discussing all of your questions around when and how to start the job search! Seniors—<u>come as you are with or without questions.</u>

Meetup: Student Jobs for Freshmen

Thinking about next summer or need a job right now? It's never too early to take action and plan. If you've already had jobs before, or never-ever worked—come as you are, with or without questions.