



# WORKSHOPS & EVENTS CALENDAR

## SPRING 2017

All workshop descriptions can be found on the attached sheet and/or our website: [careers.uw.edu](http://careers.uw.edu)



### Getting Started Workshops (All held in MGH 134)

#### Getting Started: Resumes

Mon, 3/27, 3:30 – 4:00

Mon, 4/3, 3:30 – 4:00

Tues, 4/18, 3:30 – 4:00

Mon, 5/15, 3:30 – 4:00

Fri, 6/2, 2:30 – 3:00

#### Getting Started: Internships Explained

Tues, 3/28, 1:30 – 2:00

Wed, 4/5, 3:30 – 4:00

#### Getting Started: Cover Letters

Wed, 3/29, 3:30 – 4:00

Wed, 4/12, 3:30 – 4:00

Mon, 4/24, 3:30 – 4:00

Mon, 5/22, 3:30 – 4:00

#### Getting Started: Job Search

Thurs, 3/30, 3:30 – 4:00

Mon, 4/10, 2:30 – 3:00

Thurs, 6/1, 3:30 – 4:00

#### Getting Started: Finding Internships

Fri, 3/31, 2:30 – 3:00

Tues, 4/4, 2:30 – 3:00

Thurs, 4/6, 1:30 – 2:00

Tues, 5/2, 3:30 – 4:00

#### Getting Started: LinkedIn

Fri, 4/14, 1:30 – 2:00

Mon, 4/17, 2:30 – 3:00

Tues, 5/9, 3:30 – 4:00

#### Getting Started:

##### Career Fair Success

Tues, 4/11, 3:30 – 4:00

Mon, 4/17, 3:30 – 4:00

Tues, 4/18, 2:30 – 3:00

Wed, 4/19, 3:30 – 4:00

Wed, 4/26, 3:30 – 4:00

#### Getting Started: Interviews

Fri, 4/21, 12:30 – 1:00

Fri, 5/5, 3:30 – 4:00

Fri, 5/19, 2:30 – 3:00

Wed, 5/31, 3:30 – 4:00

#### Getting Started:

##### Planning Your Summer

Thurs, 5/25, 1:30 – 2:00

Tues, 5/30, 1:30 – 2:00



### Labs (All held in MGH 134)

#### LinkedIn Lab

Thurs, 5/18, 3:30 – 4:20

#### Resume Lab

Tues, 4/25, 3:30 – 4:20

Thurs, 5/25, 3:30 – 4:20

#### Interviewing Lab

Fri, 4/28, 2:30 – 3:20

Fri, 5/12, 3:30 – 4:20

#### Exploring Your Strengths Lab

Fri, 4/14, 2:30 – 3:50

Mon, 5/1, 2:30 – 3:50

#### Exploring Your

##### Career Interests Lab

Fri, 5/12, 1:30 – 2:20



### Exploring Careers Workshops (All held in MGH 134)

#### Exploring: Creative Arts & Design Careers

Wed, 5/17, 3:30 – 4:00

#### Exploring: Education, Non Profits & Social Justice Careers

Tues, 5/16, 3:30 – 4:00

#### Exploring: International Careers

Mon, 5/8, 3:30 – 4:00

#### Exploring: Life Sciences & Biotech Careers

Wed, 5/24, 2:30 – 3:00

#### Exploring: Marketing, Media & Communications Careers

Tues, 4/25, 2:30 – 3:00

NOTE: Dates and times subject to change.  
Check [careers.uw.edu/Events](http://careers.uw.edu/Events) for the most up-to-date info.

134 Mary Gates Hall | 206.543.0535  
[www.careers.uw.edu](http://www.careers.uw.edu)

# CAREER & INTERNSHIP CENTER

UNIVERSITY of WASHINGTON

Division of Student Life



## International Student Workshops (all held in MGH 134 unless otherwise noted)

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### Internships for Int'l Students

Mon, 4/3, 2:30 – 3:00  
Thurs, 4/13, 1:30 – 2:00

### Resume Lab for Int'l Students

Thurs, 4/6, 3:30 – 4:20

### Career Fair Success for Int'l Students

Thurs, 4/13, 3:30 – 4:00

### Cover Letters for Int'l Students

Wed, 5/3, 3:30 – 4:00

### U.S. Job Search for Int'l Students

Thurs, 5/4, 3:30 – 4:00

### Talking about Your Strengths Lab for Int'l Students

Wed, 5/10, 3:30 – 4:20

### Home Country Job Search for Int'l Students

Tues, 5/23, 3:30 – 4:00

## Graduate Student Workshops (check online calendar for workshop locations)

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### Identifying Values for Grad Students

Tues, 1/11, 2:00 – 4:00, MGH 258

### Interviewing for Grad Students Who haven't Interviewed Much or Ever

Tues, 4/18, 5:00 – 6:00,  
Room TBD

### Job Search Strategies for PhDs and Postdocs

Wed, 4/26, 5:00 – 6:00, Room TBD

### Dependable Strengths for Grad Students & Postdocs

Mon, 6/12, 9:00 – 4:00, MGH 134

## Career & Internship Center Events

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### All Majors – Careers In Data

Tues, 4/4, 4:30 – 6:30, HUB 334

### Spring Career Fair

Thurs, 4/20, 3:00 – 7:00,  
HUB Ballrooms

### Health Graduate School Fair

Thurs, 5/11, 2:00 – 5:00,  
MGH Commons

### ResumeFest!

Wed, 4/19, 10:00 – 4:00,  
MGH 134

### Marketing, Media & Communications Career Fair

Thurs, 4/27, 2:00 – 5:00,  
MGH Commons

## Other Events on Campus

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### Built Environment Career Fair

Wed, 4/5, 9:00 – 2:00,  
Gould Court

### Global Health Career Fair

Wed, 5/10, 10:00 – 2:00,  
MGH Commons

## Other questions?

Current UW students and recent graduates (up to 2 years post-graduation) may schedule One-on-One or Mock Interview appointments with a Career Counselor on our website. Students and recent graduates may also stop by the office for a 15-minute Same-Day Session (between 10am-3pm) to get a question answered or review a resume/cover letter (one per day).

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## WORKSHOP DESCRIPTIONS

### Getting Started: Resumes

Need a resume? Not happy with your current 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.

### Getting Started: Internships Explained

Internships are getting a lot of hype but they're mysterious to many students. Join us to explore questions such as: What exactly is an internship and how is it different than a job? What type of internship would be most beneficial for me? Does an internship have to relate to my major? Can I do one as a freshmen, or as a graduating senior? Can I get paid? Credit? Both? You'll walk away with a better understanding of if or how internships could enhance your Husky Experience.

### Getting Started: Cover Letters

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!

### Getting Started: Job Search

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

### Getting Started: Finding Internships

Join us to explore tangible strategies and resources you can use to find or create an internship that aligns with your interests. We'll brainstorm barriers you might encounter as you search and methods for overcoming them. We'll also share tips on how to successfully market yourself during the internship search process, and how to evaluate internship offers from employers.

### Getting Started: Career Fair Success

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.

### Getting Started: Interviews

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.

### Getting Started: LinkedIn

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.

### Getting Started: Planning Your Summer

Not doing an internship or job but still want to have a summer that sets you up well for your future career? Join us for a tour through options including traveling, volunteering, job shadowing, informational interviewing, and more. Get some ideas and learn some strategies for maximizing your summer's career potential!

### Exploring: Creative Arts & Design Careers

For students interested in the creative arts and design, your career path and interests may not follow the traditional route pursued by many UW students. At the Career & Internship Center, we know that your job or internship search will look very different. Join us as we dive into discussing the world of creative careers and help you identify strategies and resources specific to pursuing a career in the arts.

### Exploring: Education, Non-Profits & Social Justice Careers

If you are interested in giving back to others, supporting communities in need, and/or sustaining the environment please join us in this half hour workshop. We will cover how and where to look for potential job, internship, and volunteering opportunities as well as effective ways in which to articulate your fit for the array of jobs open in these fields. Finally, we will go over how to find people working in various educational, non-profit and social justice settings in order for you to expand your network and to begin making contacts that will serve you well in your post-graduation job search.

### Exploring: International Careers

Thinking about jobs, internships or careers that are outside of the U.S. or have a global focus? Attend this workshop and learn about many ways to build "international" into your future. Some experiences are right here in Seattle! Many are in other major U.S. cities and definitely found abroad as well. It's never too early to begin building your global experience. Come with ideas on what's interesting to you or no ideas as well—all are welcome!

### Exploring: Life Sciences & Biotech Careers

Want to work in a lab here at UW or at one of the many excellent Seattle-area biotech firms? What about summer research programs? Or if a lab isn't your thing, and "science" is, what are your options? All are welcome as we explore in this workshop the landscape of life sciences and biotech opportunities.

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## Exploring: Marketing, Media & Communications Careers

Writing, editing, creative ideas, digital and print media. Ad agencies, social media coordination and market research. Many students are attracted to these awesome employers, projects and jobs. Attend this workshop and leave with ideas and next steps on how best to pursue communication, media and marketing opportunities.

## LinkedIn Lab

With 460+ million registered members on LinkedIn, of which 270K+ 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. 40 million students and recent graduates are using LinkedIn. Are you?

## 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 Career Guide resume info or attend the 'Resumes: Getting Started' workshop. Bring a draft of your resume to the lab, and if available, a relevant job posting.

## 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 highlight your strengths and demonstrate what you know about their company. We'll practice answering interview questions in small groups. Please attend the 'Interviews: Getting Started' workshop or review the interviewing info in the Career Guide prior to attending.

## Exploring 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 explore your unique strengths/skills/talents and get an edge in securing the job you want. Come as you are—no preparation needed.

## Exploring Your Career Interests Lab

Everyone seems to say "follow your interests to find a job!" But what if you don't really know what your career interests are? We hear you! In this session we aim to figure out some of your possible career interests and what to do with them. Expect to be writing, talking, and drafting ideas plus building an action plan for future exploration.

## Career Fair Success for International Students

Career fairs are one of the best ways to connect with employers and learn about internship & job opportunities, but they can be overwhelming. This workshop discusses what to expect at U.S. career fairs, how to prepare, and strategies for communicating with recruiters during and after the fair. We will also help you make a good first impression and talk with employers about your international student status.

## Internships for International Students

Internships are becoming more and more important to students as emerging as critical experiences for international students in the global job market. Join us in this workshop to explore questions such as: What type of internship would be most beneficial for me? What exactly is CPT and how does that work authorization relate to internships? Does an internship have to relate to my major? What resources and strategies best lead to quality internships? You'll walk away with a better understanding of how internships could enhance your Husky Experience.

## Resume Lab for International Students

Develop lifelong resume skills and clearly communicate your unique knowledge, skills and experience to potential employers, graduate school programs and others interested in knowing about you. This lab discusses the purpose and content of the U.S. style resume, provides strategies on how to target your resume to specific jobs, and helps you evaluate and strengthen your summary of qualifications and bullet points. Please bring a draft of your resume for review by a counselor and your peers.

## U.S. Job Search for International Students

Are you an international student who wants to work in the U.S. after graduation? Curious about what U.S. employers value? Are you not sure how OPT impacts your job search? This workshop helps you identify key components of the U.S. job search, the skills & strengths employers look for, ways to find and secure a job in the U.S., and gives you tips on how to talk about OPT with an employer.

## Home Country Job Search for International Students

Are you an international student who is interested in returning home after graduation? Would you like to work in the U.S., but want to explore other options? Join us to discuss strategies to find employment in your home country and market your U.S. experience to employers.

## Cover Letters for International Students

Cover letters are a commonly used tool in the U.S. job and internship process. This written document tells the employer and others what makes you a good fit for a particular job or opportunity. This workshop explains the main components of a cover letter, how it is used, and introduces you to the skill of targeting your cover letter for specific positions.

## Talking about Your Strengths Lab for International Students

Can you answer the question "What are your strengths?" Knowing your strengths can guide your decisions about majors/careers and gives employers and others the information they need to see you as fit for a specific job or opportunity. This lab describes the role of strengths in U.S. culture and career related decision making, help you identify personal strengths, and give you strategies for sharing your strengths.

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