



If you would like a Career Services staff member to cover your class, please contact us at 770-423-6555.

Tell us the topic, date and time you'd like us to come, and the number of students you expect.

We'll take care of the rest!



Career Center Programs and Services

- Resume Writing Assistance
- Videotaped Practice Interviews
- On-Campus Recruiting
- Career Fairs
- Online Job Postings
- Networking Opportunities
- Career Conversations
- Online Career Portfolio
- Cooperative Education and Internships



The Career Services Center

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Fax: 770-423-6517
<http://careerctr.kennesaw.edu>



770-423-6555

<http://careerctr.kennesaw.edu>

Career Services is here to help you!

Going to miss a class?

Don't cancel class!

Call Career Services to cover for you!



The Career Services Center at KSU offers a wide variety of workshops.

Whether you want us for five minutes, or for an entire class period, we're here to help provide additional content for your class.

Career Services personnel can offer brief overviews on what The Career Services Center can do for students, what is involved with the Co-op or Internship program, and how to best utilize resources on campus, in addition to the workshops listed below.

We can also connect you with employers who would love to come and speak with your class.



Workshop Topics

Resume Writing: Need to add punch or pizzazz to your resume? Learn how to add character to your resume while still making it readable and attractive to potential employers or graduate schools

Job Search—More Than Meets the Eye: Did you know that a person's credit history, driving record, and even a MySpace or Facebook account can affect the job search? Learn strategies for controlling all areas of the job search in this workshop.

Dress and Body Language/Interviewing: Sometimes non-verbal communication is louder than anything a person could possibly say. This workshop can teach students how to make a positive and consistent impression during an interview, as well as how to identify and prepare for various interview styles and formats.

Evaluating Job Offers: Job offers are about more than the salary bottom line. Learn how to evaluate job offers side by side, all the intangibles a person should include when evaluating an offer, and how to accept or

decline an offer without burning bridges.

How to Work a Career Fair: This workshop will help students get the most from attending a career fair. Learn how to prepare for the fair, what to do during the fair, and how to follow-up with employers after the fair.

Online Career Portfolio: This workshop will teach students how to use and get the most from this tool available through the Career Services Center.

Introduction to Experiential Education: Experience is vital in today's world and students who graduate with experience related to their major have an advantage over students who do not. Attend this workshop to learn about the Cooperative Education and Internship program and what you need to do to participate.

Experiential Education—Why should I Co-op or Intern? Attend this workshop to gain information about the impact career related experience can have on your future career opportunities. Compare Co-op and Internship to consider which program is right for you!

Experiential Education—Finding a Co-op or Internship Position:

Qualifying for an Experiential Education experience is only part of the process. Join us for a discussion of how to find Co-op and Intern positions, and to consider what types of opportunities may qualify for use in the program.