

FALL 2023 CAREER DEVELOPMENT WORKSHOP SERIES

**STUDENT SUCCESS CENTER
HARDMAN AND JACOBS
UNDERGRADUATE LEARNING
CENTER, ROOM 128
(575)646-3136**



**NM
STATE**

ALL WORKSHOPS ARE AVAILABLE THROUGH ZOOM

Join us for our Student Success Workshop Series, conveniently accessible via Zoom. Seize the opportunity to enhance your skills and broaden your horizons by registering today. Simply scan the QR code provided below to access the registration page for each workshop offered. Don't miss out on this valuable chance to invest in yourself.



REGISTER HERE



**BE BOLD. Shape the Future.
Student Success Center**

RESUME BUILDING 101

DATE: FRIDAY, AUGUST 18, 2023

TIME: 11:00 AM-12:00 PM

LOCATION: HJULC, ROOM 206

In this interactive workshop, students will create an effective resume or improve on the one they have. This is a hands-on workshop and students are encouraged to bring a digital copy of their resume.

JOB SEARCH STRATEGIES

DATE: THURSDAY, SEPTEMBER 7, 2023

TIME: 1:30 PM-2:30 PM

LOCATION: HJULC, ROOM 206

Students will receive an overview of key steps in the job search process, a discussion of various job search methods, essential job search tools and strategies, and how to make the process more manageable!

RESUME & COVER LETTER

DATE: WEDNESDAY, SEPTEMBER 13, 2023

TIME: 5:30 PM-6:30 PM

LOCATION: HJULC, ROOM 206

In this workshop, students will learn the purpose of a resume, the various sections within a resume, different resume styles, and strategies for formatting. Students will also learn how to write a compelling cover letter that articulates why you are the right person for the job.

SEE BACK FOR MORE

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INTERVIEWING TIPS

DATE: TUESDAY, OCTOBER 17, 2023

TIME: 3:00 PM-4:00 PM

LOCATION: HJULC, ROOM 206

This informative workshop provides students with practical tips, advice, and insights to enhance their interview performance. Participants will gain a deep understanding of the interview process, learn how to effectively communicate their strengths, and develop the confidence to make a lasting impression on potential employers.

LINKEDIN BASICS

DATE: FRIDAY, OCTOBER 27, 2023

TIME: 11:00 AM-12:00 PM

LOCATION: HJULC, ROOM 206

LinkedIn is a professional social network and job search tool and an effective instrument in building your professional network. This workshop will cover the following topics: profile set up, creating your network, introductions, recommendations, people search, and job postings.

RESUME & COVER LETTER

DATE: WEDNESDAY, NOVEMBER 8, 2023

TIME: 11:00 AM-12:00 PM

LOCATION: HJULC, ROOM 206

In this workshop, students will learn the purpose of a resume, the various sections within a resume, different resume styles, and strategies for formatting. Students will also learn how to write a compelling cover letter that articulate why you are the right person for the job.



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