

Office of Career Planning Fall Schedule

Please RSVP to all seminars through GGUCareers, Log in and Click on "Events"

SEPTEMBER

Tuesday, the 1 st	Write a US Resume*	5:00 – 6:00pm	Room 5310
Thursday, the 3 rd	Create a Stand-Out Resume	5:00 – 6:00pm	Room 5222
Thursday, the 10 th	Prepare for the Fair	5:00 – 6:00pm	Room 5222
Thursday, the 17 th	Tax Career Fair	2:30 – 5:00pm	5 th fl Auditorium
Friday, the 25 th	Accounting Career Fair	2:30 – 5:00pm	5 th fl Auditorium
Wednesday, the 30 th	Intro to Office of Career Planning Resources	5:00 – 6:00pm	Room 4220

OCTOBER

- WORK/LIFE INTEGRATION MONTH -

Thursday, the 1 st	Succeed at your Internship Site	5:00 – 6:00pm	Room 5222
Tuesday, the 20 th	Off-Campus Employment for F-1 Visa Holders*	2:00 – 3:30pm	Room 5215
Monday, the 26 th	Turn your Internship into a Job Offer	5:00 – 6:00pm	Room 5222
Tuesday, the 27 th	Researching Companies and Industries for Professional & Academic Success	5:00 – 6:30pm	Room 4227

Join us for Lunch Hour Laughs 12:00 – 1:00, Room 5222

Watch an episode of "The Office," enjoy your lunch and the fact that Michael Scott is not your boss!
Monday, the 5th; Wednesday, the 14th; Tuesday, the 20th; Thursday, the 29th

NOVEMBER

- NATIONAL CAREER DEVELOPMENT MONTH -

Wednesday, the 4 th	Interview American Style*	5:00 – 6:00pm	Room 5222
Wednesday, the 11 th	Master the Interview	5:00 – 6:00pm	Room 5222
Thursday, the 12th	Marketing Industry Networking Night	5:30 – 7:30pm	5th floor Auditorium
Tuesday, the 17 th	Realities of Working in the US*	5:30 – 7:00pm	Room 2203
Wednesday, the 18 th	Network Online	5:00 – 6:00pm	Room 4220
Thursday, the 19 th	Find the Ideal Internship	5:00 – 6:00pm	Room 5222

DECEMBER

Thursday, the 3 rd	Recruiters Guide to Getting a Job	5:00 – 6:00pm	Room 5222
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All events held at 536 Mission Street, San Francisco

*Starred events are designed for international students

RAPID RESUME REVIEWS
536 Mission Street
4pm – 6pm

Tuesdays, 4th fl lobby
Wednesdays, 5th fl lobby

Bring your resume and receive quick tips and advice

OFFICE OF CAREER PLANNING AND CAPS RESOURCE LIBRARY HOURS

Monday to Thursday 10am – 6:30pm

Friday 10am – 5pm

ONLINE SEMINARS
Internship Orientation
Informational Interviewing
Accessible anytime
<http://ggucybercampus.org>

Username: **ggucareers**
Password: **online**

Select "Office of Career Planning Online Seminars"

Office of Career Planning

40 Jessie St, Suite 320 • San Francisco, CA 94105
Phone: 415-442-7299 • Email: careers@ggu.edu

SAN FRANCISCO SEMINARS

WRITE A US RESUME

This seminar is designed to help you write or rewrite your resume. We will cover what goes into an effective resume and help you understand what US employers are looking for. ***Please bring your resume with you, even if it is not complete. Please note that time constraints do not allow individual resume critiques.***

CREATE A STAND-OUT RESUME

This seminar will cover techniques for writing a resume that will catch an employer's attention and lead to an interview. We will focus on the power of writing accomplishment statements and tailoring your resume to the needs of the employer. ***If you have a resume, please bring it to the seminar for reference. Please note that time constraints do not allow individual resume critiques.***

PREPARE FOR THE FAIR

Be confident and prepared for the 2008 Tax and Accounting Career Fairs! Attend this seminar to learn how to dress, talk, and use appropriate business etiquette at the recruiting event. You will develop a 20 second introduction and practice how to talk with employers in this interactive seminar.

INTRODUCTION TO CAREER PLANNING RESOURCES

Learn how to use Office of Career Planning resources to better manage your career. You'll discover powerful databases that will prepare you for your job search and interviews as well as tools to help you determine your interests, abilities, skills, and career values.

SUCCEED AT YOUR INTERNSHIP SITE

In this Seminar you will be able to share your internship experience. Talk with fellow students about their job sites, supervisors, and internship projects. Learn how other students have developed their skills and how they have overcome difficult situations on the job.

OFF-CAMPUS EMPLOYMENT FOR F-1 VISA HOLDERS

Are you interested in applying your educational skills in the US work force? Do you understand the rules and regulations that restrict your employment in the U.S.? Can you explain the terms OPT and CPT? This seminar will help you understand the various off-campus employment options you have as an F-1 visa holder. It will include a discussion of internships and employment after graduation.

TURN YOUR INTERNSHIP INTO A JOB OFFER

You've landed a great internship, now learn how to get a job offer from your supervisor. This interactive workshop will teach you how to talk to your supervisor about job opportunities, how to network on the job, and how to make yourself irreplaceable.

RESEARCHING COMPANIES AND INDUSTRIES FOR PROFESSIONAL AND ACADEMIC SUCCESS

Being able to effectively research companies and industries can help you manage your career strategically and give you a competitive edge in your job search, interviews, and networking. Learn how to use GGU databases to find industry and company information. This workshop is being offered jointly by the University Library and the Office of Career Planning.

INTERVIEW AMERICAN STYLE

This seminar will review strategies and techniques to help you interview with confidence during an American style interview. We will review the steps you can take to *prepare* for an interview, what to expect *during* the interview, some common interview questions you may be asked and how to follow-up *after* the interview.

MASTER THE INTERVIEW

Take your interviewing skills to a higher level. We will practice behavioral interviewing techniques, develop personal success stories and demonstrate how to interview with a consultant mind-set. ***Please bring a description of a job that you are targeting.***

REALITIES OF WORKING IN THE US

Learn from a panel of experts what its like to work in the US. Several Golden Gate University alumni will tell you how they obtained an H1-B visa – they'll walk you through their job search process, let you know how they were able to get a job, and what its been like to work in the US. In addition, you can have some of your immigration questions answered by an experienced lawyer. Join us to hear the Realities of Working in the US.

NETWORK ONLINE

Curious how you can make LinkedIn and Facebook work for you? Do you know your "google quotient" and how to improve it? Come to this seminar to learn how to utilize the internet to your advantage in a job search. You will learn valuable strategies to help you connect with others in your field without ever leaving your computer.

FIND THE IDEAL INTERNSHIP

An internship is a wonderful addition to your in class education and landing the perfect internship isn't always easy. In this seminar you will learn how to analyze your skills and abilities to determine what type of internship will suit you best. In addition, you will learn how to create your own internship or find the ideal company and internship.

RECRUITERS GUIDE TO GETTING A JOB

Learn from the expert! This seminar will help you job search strategically and effectively. Discover strategies and techniques to target your resume, uncover the 'hidden' job market, network and more. A review of our strategic job search resources and tools will be included.

ONLINE SEMINAR: INFORMATIONAL INTERVIEWING

Informational interviewing is a very effective tool used for career exploration. This seminar will acquaint you with the benefits of informational interviewing and demonstrate how to appropriately arrange, conduct, and follow up after an informational interview. You'll find resources to enhance your informational interviewing – sample requests, questions to ask, networking organizer, more.

ONLINE SEMINAR: INTERNSHIP ORIENTATION

Access all the information, forms and handouts you'll need to understand the internship program, locate and register for an internship, and make the most of your experience.