

## Fall 2021 Virtual Career Programming Schedule

<https://umn.zoom.us/my/sphcareers>

**Resumes, Cover Letters, & CV's:** This session will provide strategies and tips on how to make your name stand out in the sea of resumes and cover letters, formatting do's and don'ts, and the strategies for customizing your resume/cover letter to specific positions, organizations, and industries.

- *September 27 – 12:00pm, and 5:00pm*
- *October 19 – 12:00pm, and 5:00pm*
- *November 16 – 12:00pm, and 5:00pm*

**LinkedIn:** LinkedIn is one of the most popular social media platforms to network, create business connections, and find jobs. If you're trying to get more eyes on your LinkedIn profile, you've got a lot of tools at your disposal. Learn how to use this website to your advantage so that you can build a strong brand and use this brand to land future opportunities.

- *September 30 – 12:00pm, and 5:00pm*
- *October 12 – 12:00pm, and 5:00pm*
- *November 9 – 12:00pm, and 5:00pm*

**Job & Applied Practice Search Strategies:** In this session, students will learn best practices and result-oriented strategies for conducting an effective job search. Topics include how to focus your search (research), marketing to employers, and building your network.

- *October 4 – 12:00pm, and 5:00pm*
- *December 2 – 12:00pm and 5:00pm*

**Networking:** This session will outline how to develop your own web of systemic contacts and relationships, including who to meet and how to reach them, what to discuss and why, and how to follow-up with your network. We will go over how to conduct a professional and effective informational interview with your networks.

- *October 6 – 12:00pm, and 5:00pm*
- *December 7 – 12:00pm, and 5:00pm*

**Interviewing:** This session will help you prepare, learn, and apply strategies on how to thoroughly prepare how best to promote yourself both competently and confidently.

- *October 7 – 12:00pm, and 5:00pm*
- *November 2 – 12:00pm and 5:00pm*
- *December 8 – 12:00pm and 5:00pm*

**Negotiation:** This session will explore the 3 P's of salary negotiation, how to assess your market value of the position as well as your own market value, and strategies to make the process less intimidating and getting the offer you deserve.

- *November 12 – 12:00pm, and 5:00pm*
- *December 6 – 12:00pm, and 5:00pm*

**How to Make the Most of Your Winter Break:** Attend this session to learn about how you can be productive over your winter break while enjoying it at the same time.

- *November 17 – 12:00pm, and 5:00pm*
- *December 16 – 12:00pm, and 5:00pm*

**Starting Your New Job or Applied Practice:** This session will teach you everything you need to know to ensure your success at your new job on day one.

- *December 14 – 12:00pm, and 5:00pm*