

GSAS Career Services Workshops 2009-2010

Login to GSAS CareerLink for workshop locations.

Questions? Email gsascareers@brandeis.edu

Registration

To register, please log into your GSAS CareerLink account. After you've logged on, please select the EVENTS tab and then the WORKSHOP tab to register. If you need a CareerLink account select "register for new account" from the [login](#) page and use your Brandeis e-mail address to register.

Job Search Strategies in a Tough Economy

Where are the jobs? How do I find them? When should I start looking? What can I do now? All good questions for sure. This workshop emphasizes a comprehensive approach to job searching, the importance of being focused, where to find jobs, the hidden job market, networking and what the Career Services office can do for you.

Wednesday	September 23, 2009	1 p – 2:15 pm	Shapiro Conf. Ctr Room 313
Tuesday	November 12, 2009	11 am – 12:15 pm	Shapiro Conf. Ctr Room 313

Nuts And Bolts of Resume Writing:

A Two-Part Workshop for GSAS Students Pursuing Jobs Beyond the Academy

In this two-part interactive sessions (scheduled one week apart) you will be guided by career services and work hands on to create a resume or make improvements to your existing resume. You will finish with a strong understanding of how to target your resume to each job, a resume guide for future reference and the opportunity to make an appointment for a free individual consultation to have your resume critiqued by the Assistant Director for Career Services.

Part I	Tuesday, October 6, 2009	11 am – 12:15 pm	Kutz Room 102
Part II	Tuesday, October 13, 2009	11 am – 12:15 pm	Kutz Room 102

Creating Your Optimal Resume or CV

This workshop will introduce you to the Optimal Resume service that is available FREE to GSAS students and alumni. Optimal Resume is used by more than 600 career centers and allows graduate students the ability to create an effective marketing presentation of their skills and abilities. Optimal Resume is easy to use and provides comprehensive resume or CV instructions, section-by-section examples, and thousands of resume/CV samples and styles from which to choose. You can also elevate your networking efforts with an attractive resume website or video resume that highlights key professional achievements online.

Monday	October 26, 2009	1:30 pm – 2:30 pm	Shapiro Conf. Ctr Room 313
Tuesday	November 17, 2009	10:30 am – 11:30 am	Shapiro Conf. Ctr Room 314

Cover Letter Crash Course

The Cover Letter Crash Course teaches you how to write *targeted cover letters* for professional positions or internships. Using advertised professional opportunities, you will learn how to *identify specific qualities* that employers are looking for, and then learn how to construct targeted cover letters for those audiences. By critiquing several examples of cover letters, you will learn the basics of writing effective cover letters.

Tuesday	November 3, 2009	11 am – 11:45 am	Shapiro Conf. Ctr Room 313
Tuesday	February 9, 2010	11 am – 11:45 am	Kutz Room 102

Mastering the Interview: Strategies for Success Workshop

Nervous about what will happen during your job interview? Want to know how to make a great first impression with employers? Attend this workshop to learn how to get the job offer and impress even the toughest of interviewers! Bring your questions, and sign up for a mock interview after this session.

Wednesday	January 27, 2010	2 pm – 3 pm	Shapiro Conf. Ctr Room 314
Monday	April 12, 2010	12:30 pm – 1:30 pm	Shapiro Conf. Ctr Room 313

Mock Interviews

Practice makes perfect or at least close. Consider experiencing an individualized mock interview with a Career Services staff member. Of course you can partner with a friend as well, taking turns answering and observing. After we ask some questions, we'll critique your interview. Email Sue Levine, Assistant Director for Career Services at gsascareers@brandeis.edu to schedule a mock interview

Ongoing

Making Connections: Finding Opportunities & Networking for Career Success

Did you know that 65% - 70% of individuals find great jobs through networking? Do you understand the current and future job market trends for your career interests? Are you using your dislike to network as an excuse not to? Do you ever wonder what your career options would be if you decided to go a different way? Remember it's *WHAT* you know *and* *WHO* you know that counts! You will take away concrete networking tips that will help you throughout your professional career.

Monday	November 23, 2009	2 pm – 3 pm	Shapiro Conf. Ctr Room 313
Wednesday	March 17, 2010	12 pm – 1 pm	Shapiro Conf. Ctr Room 313