

# Workshops & Events-Spring 2010

Connecting you to success!

Thursday, January 21

Noon-1:15 PM, CC117

Find out what the MN Job Fair is and how to use the fair in your job and internship search. If you are going to be graduating or are looking for summer internships, plan to attend. **Enjoy FREE PIZZA.**

**Early Bird Special** - Just \$15.00 registration fee if you register by 4PM on January 21. After January 21 registration fee is \$20. Receive a FREE PADFOLIO when you register at SMSU Career Services in BA 156.

## Resume Writing 101 Workshop

Wednesday, January 27 AND

Wednesday, March 17

Noon-1:30 PM, BA 314

Missed the workshop fall semester? No problem. Attend one of these hands-on sessions. Learn how to create your resume from scratch or 'tweak' it so it's better. Discover new word processing techniques to improve format and style. **A MUST ATTEND for those graduating!**

Presenter: Sheila Risacher, MA, CPCC



## How to Prepare for a Job Fair

Wednesday, February 3

Noon-1:00 PM, CH 225

2010

**MN State Universities Job & Internship Fair**

Friday, February 19

10:00 AM – 3:00 PM

Minneapolis Convention Center, Minneapolis MN

Job Fair 2010 is one of Minnesota's largest job fairs sponsored by the seven 4-year Minnesota state universities. Employers from 125 local, regional and national business, industry and government agencies are available to meet prospective candidates. **Register at SMSU Career Services by February 16.** Check out [www.mnsujobfair.org](http://www.mnsujobfair.org) for more information.



Learn more about how Job Fairs can help you in your job search. Job Fairs bring many employers, who are looking for employees and interns, under one roof. Learn the key to success, how to prepare before hand, how many resumes are needed, and how to get connected!

**Prepare - Practice - Succeed!**

Presenter: Sheila Risacher, MA, CPCC

## Final Job Fair Meeting

Tuesday, February 16 OR Wednesday, February 17  
Noon-1:00 PM, BA 156 Noon – 1:00 BA 156

**Required Meeting** for those attending the Minnesota Job Fair. Get final instructions and tips for success. Pick up your nametag necessary to get into the Job Fair.

Thursday, March 18

Noon-1 PM BA 240

Ever wonder what business casual really means? Confused about what to look for when purchasing a suit? Come to this informational session to learn all about how to dress and develop a professional wardrobe, learn the meaning of business casual, and many more wardrobe tips!

Presenter: Kim Boom, Graduate Assistant

## Practice Interviewing

Practice answering commonly asked questions by using Interview Stream. Interview Stream is a web based system designed to help you prepare for interviews. Remember practice makes perfect. Go to [www.mustangjobs.com](http://www.mustangjobs.com) and click on the Interview Stream link to schedule a practice interview or view expert video advice on answering tough interview questions. Registration is free and only takes a minute.



Watch. Learn. Land the Job!

**Need help with your resume, cover letter, interviewing preparation or professional dress?**

Only have 3 minutes? Watch the all new job search preparation videos that can be accessed from your computer. Go to [www.mustangjobs.com](http://www.mustangjobs.com) and click on the job search video link.

## Resumes on the Run

Thursdays Noon – 12:30 pm starting January 28 SC

Only have a few minutes for a quick review of your resume? Stop by the table in the SC – lower level.

## Fast 15- Walk in Hours

Tuesday, January 19 – April 27

1-4 PM, BA 156

Need a quick resume review done, or need to ask a question about cover letters or interviewing? Stop in during **Fast 15**. No appointment necessary. It's first come, first served. **Bring a draft of your resume and/or cover letter with you.**

# More Workshops & Events Spring 2010

## SMSU Job Fair Prep Party

Wednesday, March 24

11AM-1 PM, SC 137 (Come and Go Event)

Stop by and rotate through four different stations aimed at preparing you for the fair. The four stations consist of resume writing, employer networking, professional dress and fair follow up. Sponsored by Career Services and SIFE. Enjoy FREE PIZZA at the fifth station!!

## SMSU Job and Internship Fair 2010 April 8, 2010



Thursday, April 8

2<sup>nd</sup> floor Student Center

10:30 AM – 2:00 PM

SMSU is hosting a Job Fair on campus that will offer students an opportunity to:

- Network with employers and make contacts that could lead to future interviews and employment
- Interview for full-time openings and internship possibilities
- Gather employment and organizational information

There will be over 30 employers and 60 recruiters in one room at one time looking to hire SMSU graduating students.

**THERE IS NO REGISTRATION FEE FOR STUDENTS AND/OR ALUMNI TO ATTEND THE FAIR BUT REGISTRATION IS REQUIRED!!!**

Log onto Mustangjobs.com and choose Career Events from the tool bar. Click on 2010 SMSU Job and Internship Fair and click on RSVP to Event, then stop by Career Services (BA 156) to pick up your "Job Fair" information.

Be sure to attend the "SMSU Job Fair Preparation" workshop March 24 at Noon in CC 117 to get those preparation tips.

## Graduate School Information Session

Wednesday, April 14

Noon – 1:00 PM, BA 314 Thinking about graduate school?

Plan early to apply. Arm yourself with an application timeline. Learn how to research graduate schools, when to register for entrance examinations, and how to write a personal statement.

**Presenter:** Sheila Risacher, MA, CPCC

## minnesota EDUCATION JOB FAIR

Minneapolis Convention Center  
Minneapolis, Minnesota  
April 19, 2010

<http://www.mcucsa.org/mnedfair/>

Register at Career Services  
BA 156



South Dakota B.I.G. Job Fair  
Thursday, February 25  
10:00 – 4:00 PM

Sioux Falls SD Convention Center  
[www.getgrads.com/fairs/big.htm](http://www.getgrads.com/fairs/big.htm)

## MustangJobs.com

FREE online recruiting system that connects SMSU students and alumni with potential employers.



## Need more help?

SMSU Career Services

Southwest Minnesota State University

1501 State Street, Bellows Academic 156, Marshall, MN  
507-537-6621



Career Services