

FALL 2016

INTERNSHIP AND CAREER CENTER CALENDAR OF EVENTS

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
WEEK 1	<b>19</b> <b>September</b> Fall Quarter begins ICC Open House 12–3 PM, South Hall	<b>20</b> Finding Internships and Student Jobs 1:10–2 PM, 229 South Hall	<b>21</b> Resume Basics 12:10–1 PM, 229 South Hall	<b>22</b> Interview Basics 12:10–1 PM, 229 South Hall	<b>23</b> Cover Letters and Professional Correspondence 12:10–1 PM, 229 South Hall
WEEK 2	<b>26</b> Find a Job 1:10–2 PM, 229 South Hall	<b>27</b> Resume Basics 1:10–2 PM, 114 South Hall	<b>28</b> Interview Basics 12:10–1 PM, 229 South Hall	<b>29</b>	<b>30</b> Resume Basics 1:10–2 PM, 114 South Hall
WEEK 3	<b>3</b> <b>October</b> Interview Basics 2:10–3 PM, 229 South Hall	<b>4</b> Resume Basics 2:10–3 PM, 114 South Hall	<b>5</b> Networking and LinkedIn 12:10–1 PM, 273 Social Sciences and Humanities Building	<b>6</b> Study Abroad and Internship Fair 11:00 AM–2:00 PM, West Quad  Cover Letters and Professional Correspondence 12:10–1 PM, Andrews Conference Room, SSH  Intern Abroad: From Start to Depart 1:10–2 PM, Garrison Room, MU	<b>7</b> Resume Basics 12:10–1 PM, 114 South Hall  Find a Job 3:10–4 PM, 229 South Hall
WEEK 4	<b>10</b> Resume Basics 3:10–4 PM, 114 South Hall	<b>11</b> Interview Basics 12:10–1 PM, 229 South Hall  Finding Internships and Student Jobs 2:10–3 PM, 229 South Hall	<b>12</b> Prepare for the Fair 12:10–1 PM, 114 South Hall	<b>13</b> Resume Basics 12:10–1 PM, 229 South Hall	<b>14</b> International Students Prepare for the Fair 12:10–1 PM, 114 South Hall
WEEK 5	<b>17</b> Resume Boost! 10 AM–3:30 PM, 2 <sup>nd</sup> Floor South Hall  Prepare for the Fair 1:10–2 PM, 114 South Hall	<b>18</b> Resume Boost! 10 AM–3:30 PM, 2 <sup>nd</sup> Floor South Hall  Prepare for the Fair 2:10–3 PM, 114 South Hall	<b>19</b> Fall Internship and Career Fair 10 AM–2 PM, ARC Pavilion	<b>20</b>	<b>21</b>
WEEK 6	<b>24</b> Finding Internships and Student Jobs 1:10–2 PM, 229 South Hall  Networking and LinkedIn 2:10–3 PM, 229 South Hall	<b>25</b> Cover Letters and Professional Correspondence 2:10–3 PM, 229 South Hall	<b>26</b> Interview Basics 12:10–1 PM, 229 South Hall	<b>27</b> Find a Job 12:10–1 PM, 229 South Hall	<b>28</b> Finding Internships and Student Jobs 2:10–3 PM, 229 South Hall
WEEK 7	<b>31</b> Resume Basics 12:10–1 PM, 229 South Hall  Finding a Health-Related Internship 1:10–2 PM, 114 South Hall  Interview Basics 3:10–4 PM, 229 South Hall	<b>1</b> <b>November</b>	<b>2</b>	<b>3</b> Finding a Health-Related Internship 12:10–1 PM, 114 South Hall	<b>4</b> Interview Basics 12:10–1 PM, 229 South Hall  Cover Letters and Professional Correspondence 1:10–2 PM, 229 South Hall
WEEK 8	<b>7</b> Networking and LinkedIn 1:10–2 PM, 229 South Hall  Resume Basics 2:10–3 PM, 229 South Hall  Finding a Health-Related Internship 3:10–4 PM, 114 South Hall	<b>8</b> Interview Basics 2:10–3 PM, 229 South Hall	<b>9</b> Finding a Health-Related Internship 11–11:50 AM, 114 South Hall  Networking and LinkedIn 12:10–1 PM, 229 South Hall  California State Jobs Workshop and Networking Event 5–7 PM, 114 South Hall	<b>10</b> Finding Internships and Student Jobs 12:10–1 PM, 229 South Hall	<b>11</b>
WEEK 9	<b>14</b> Cover Letters and Professional Correspondence 3:10–4 PM, 229 South Hall	<b>15</b> Resume Basics 12:10–1 PM, 229 South Hall  Finding Internships and Student Jobs 2:10–3 PM, 229 South Hall	<b>16</b> Find a Job 12:10–1 PM, 229 South Hall	<b>17</b> Federal Job Application Basics 12:10–1 PM, 114 South Hall	<b>18</b>
WEEK 10	<b>21</b> Finding Internships and Student Jobs 12:10–1 PM, 229 South Hall	<b>22</b> Interview Basics 1:10–2 PM, 229 South Hall  Networking and LinkedIn 2:10–3 PM, 229 South Hall	<b>23</b>	<b>24</b>	<b>25</b>
WEEK 11	<b>28</b>	<b>29</b> Resume Basics 1:10–2 PM, 229 South Hall	<b>30</b> Networking and LinkedIn 12:10–1 PM, 229 South Hall	<b>1</b> <b>December</b>	<b>2</b>

# FALL 2016

## INTERNSHIP AND CAREER CENTER

### CALENDAR OF EVENTS

#### ICC Open House SOUTH HALL

Get a head start on your internship and career planning. Stop by the Student Employment offices on the 1st floor, and visit the 2nd and 3rd floors of South Hall, pick up a Fall Calendar of Events, talk to our staff and student advisors, and find out how we can help you.

**Mon. 9/19 12–3 PM**

#### California State Jobs Workshop and Networking Event 114 SOUTH HALL

This is a special event for those interested in learning more about careers with the State of California. Hear California State recruiters fill you in on the application process. Then take advantage of the opportunity to speak with recruiters from several departments. Internships, part-time student jobs, and career positions will be highlighted. More details available in late October.

**Wed. 11/9 5–7 PM**

#### Cover Letters and Professional Correspondence 229 SOUTH HALL (UNLESS NOTED)

Instruction will center on how to write a cover letter to get you noticed. Thank-you letters, follow-up email and introductory professional writing will also be covered.

**Fri. 9/23 12:10–1 PM**

**Thu. 10/6 12:10–1 PM, Andrews Conference Room, SSH**

**Tue. 10/25 2:10–3 PM**

**Fri. 11/4 1:10–2 PM**

**Mon. 11/14 3:10–4 PM**

#### Federal Job Application Basics 114 SOUTH HALL

Interested in a career with the federal government? Learn how to find and apply for jobs, and tips to make your application stand out. For all majors and disciplines, graduate students are welcome.

**Thu. 11/17 12:10–1 PM**

#### Find a Job 229 SOUTH HALL

Learn strategies for conducting a career-level position search. Topics include: career research to identify your chosen field, organizing a search plan, uncovering open positions, building needed skills/experience, resumes and cover letters, professional references, negotiation and online applications.

**Mon. 9/26 1:10–2 PM**

**Fri. 10/7 3:10–4 PM**

**Thu. 10/27 12:10–1 PM**

**Wed. 11/16 12:10–1 PM**

#### Finding a Health-Related Internship 114 SOUTH HALL

Intern in a hospital or other setting with patients (dental, optometry, pharmacy, etc.) to see if health care is a match for you and to gain a competitive edge.

**Mon. 10/31 1:10–2 PM**

**Thu. 11/3 12:10–1 PM**

**Mon. 11/7 3:10–4 PM**

**Wed. 11/9 11–11:50 AM**

#### Finding Internships and Student Jobs 229 SOUTH HALL

Learn tricks and tools to find an internship or a non-career student job. This workshop will review how to use Aggie Job Link and other resources to find an internship, work-study position, research or other student employment. Internship and Career Center resources will be discussed, and we will review tips for applying.

**Tue. 9/20 1:10–2 PM**

**Tue. 10/11 2:10–3 PM**

**Mon. 10/24 1:10–2 PM**

**Fri. 10/28 2:10–3 PM**

**Thu. 11/10 12:10–1 PM**

**Tue. 11/15 2:10–3 PM**

**Mon. 11/21 12:10–1 PM**

#### Interview Basics 229 SOUTH HALL

Learn about different types of interviews and strategies to respond to questions and best demonstrate your knowledge and qualifications for the position you want.

**Thu. 9/22 12:10–1 PM**

**Wed. 9/28 12:10–1 PM**

**Mon. 10/3 2:10–3 PM**

**Tue. 10/11 12:10–1 PM**

**Wed. 10/26 12:10–1 PM**

**Mon. 10/31 3:10–4 PM**

**Fri. 11/4 12:10–1 PM**

**Tue. 11/8 2:10–3 PM**

**Tues. 11/22 1:10–2 PM**

#### Networking and LinkedIn 229 SOUTH HALL (UNLESS NOTED)

Eighty percent of available jobs are not advertised! Find out how to access the hidden job market through strategic communication with professionals and use of LinkedIn.

**Wed. 10/5 12:10–1 PM, 273 SSH**

**Mon. 10/24 2:10–3 PM**

**Mon. 11/7 1:10–2 PM**

**Wed. 11/9 12:10–1 PM**

**Tue. 11/22 2:10–3 PM**

**Wed. 11/30 12:10–1 PM**

#### Resume Basics 114 / 229 SOUTH HALL

Learn the essentials of how to write a resume and cover letter that get you noticed.

**Wed. 9/21 12:10–1 PM, 229 South Hall**

**Tue. 9/27 1:10–2 PM, 114 South Hall**

**Fri. 9/30 1:10–2 PM, 114 South Hall**

**Tue. 10/4 2:10–3 PM, 114 South Hall**

**Fri. 10/7 12:10–1 PM, 114 South Hall**

**Mon. 10/10 3:10–4 PM, 114 South Hall**

**Thu. 10/13 12:10–1 PM, 229 South Hall**

**Mon. 10/31 12:10–1 PM, 229 South Hall**

**Mon. 11/7 2:10–3 PM, 229 South Hall**

**Tue. 11/15 12:10–1 PM, 229 South Hall**

**Tue. 11/29 1:10–2 PM, 229 South Hall**

#### Fall Internship and Career Fair ARC PAVILION

Meet with more than 140 companies with jobs in today's top fields at the ARC Pavilion!

**Wed. 10/19 10 AM–2 PM**

#### Resume Boost! 2ND FLOOR, SOUTH HALL

Boost your resume to the next level! Bring your resume to the second floor of South Hall before the fair. Our team of advisers will give it a quick review so you can wow company recruiters and give your internship or career search a leg up over the competition.

**Mon. 10/17 10 AM–3:30 PM**

**Tue. 10/18 10 AM–3:30 PM**

#### Prepare for the Fair 114 SOUTH HALL

Come learn how to make the most of the career fair. What to expect. What and how to research. Who to see. What to wear.

**Wed. 10/12 12:10–1 PM**

**Mon. 10/17 1:10–2 PM**

**Tue. 10/18 2:10–3 PM**

#### International Students Prepare for the Fair 114 SOUTH HALL

Learn how to make the most of the Internship and Career Fair as an international student! Find out how to prepare yourself and your resume, who to see at the fair, what to wear, and how to talk to employers about your hiring eligibility.

**Fri. 10/14 12:10–1 PM**

#### Study Abroad and Internship Fair WEST QUAD

For students considering studying abroad. Come learn about opportunities to study, work and intern in areas all over the world, including many non–UC Davis options. Talk with study and intern abroad alumni, advisers and financial aid representatives about programs and scholarships.

**Thu. 10/6 11 AM–2 PM**

#### Intern Abroad: From Start to Depart MU GARRISON

Review study abroad programs and options, identify next steps and timeline, review funding options, learn about resources, have your questions and concerns addressed.

**Thu. 10/6 1:10–2 PM**