MCLA CAREER SERVICES SPRING 2024 CALENDAR

- **Tuesday, February 6: Career Preparation Workshop (first-year students only)**
  Time: 2:00-3:00 ***Location: Career Center (Bowman Hall 217)***
  Covers all aspects of career preparation, including the ONET* Interest Profiler, Handshake, resume/cover letter preparation, successful interviewing tips and techniques, job shadowing, and internships.

- **Tuesday, February 13: Career Preparation Workshop**
  Time: 2:00-3:00 ***Location: Career Center (Bowman Hall 217)***
  Covers all aspects of career preparation, including the ONET* Interest Profiler, Handshake, resume/cover letter preparation, successful interviewing tips/techniques, job shadowing, and internships.

- **Tuesday, February 27: Resume/Cover Letter Workshop**
  Time: 2:00-3:00 ***Location: Career Center (Bowman Hall 217)***
  Focuses on how to build an effective resume and cover letter. Helpful tips will be provided, and sample resumes and cover letters will be reviewed.

- **Wednesday, February 28: Career Services Open House**
  Time: 11:30-1:30 ***Location: Career Center (Bowman Hall 217/2nd floor Bowman lobby)***
  A tremendous opportunity to network with approximately a dozen local employers/recruiters while learning more about MCLA Career Services and its resources.

- **Tuesday, March 5: Interviewing Skills Workshop**
  Time: 2:00-3:00 ***Location: Career Center (Bowman Hall 217)***
  Presents important information required for a successful job interview experience. Topics will include proper etiquette and attire, telephone interviewing skills, virtual interviewing skills, and sample questions.

- **Thursday, March 21: Virtual Career & Internship Fair Information Session**
  Time: 2:00-3:00 ***Location: Career Center (Bowman Hall 217)***
  Focuses on how to be adequately prepared to participate in the MCLA Spring 2024 Virtual Career and Internship Fair. Topics will include Handshake, career fair sign-ups for individual and group sessions with employers, Handshake profiles, career fair attire and etiquette, resume preparation, developing an effective "elevator pitch", questions to ask employers, preparation for questions employers may ask students.

- **Thursday, March 28: MCLA Virtual Career & Internship Fair**
  Time: 11:00-2:00 ***Location: Virtual***
  The spring 2024 MCLA Career & Internship Fair, conducted on Handshake, is a tremendous opportunity to connect and network with employers and recruiters, both locally and nationally. 49 employers/recruiters and 50 students participated in this event last fall. Take full advantage of employment and internship opportunities by participating in the spring 2024 fair!

- **Tuesday, April 9: Resume/Cover Letter Workshop**
  Time: 2:00-3:00 ***Location: Career Center (Bowman Hall 217)***
  Discusses how to build an effective resume and cover letter. Helpful tips will be provided, and sample resumes and cover letters will be reviewed.