

**HOURS OF OPERATION:**

Monday through Thursday: 8:30 a.m. - 4:30 p.m.  
 Friday: 8:30 a.m. - 12:00 p.m.  
 1:00 p.m. - 4:30 p.m.

Main Entrance: Administration Building, Room 154  
 Accessible Entrance: Administration Building, Room 255  
 Workshop room: Administration Building, Room 201  
 Phone: 408.924.6031  
 Website: [www.sjsu.edu/careercenter](http://www.sjsu.edu/careercenter)  
 Email: [careerhelp@sjsu.edu](mailto:careerhelp@sjsu.edu)

**FIND A JOB/INTERNSHIP**
**Interviewing with Confidence**

Preparation is the key to interview success. Learn proven techniques on how to prep yourself for an interview as well how to present yourself as a professional in order to increase your confidence going into an interview.

TH 3/9 2:30 - 3:30 pm ADM 201

**Launching Your Job & Internship Search**

Need a job or internship? Join us and gain job search strategies and techniques that are key to landing a job or internship. Get tips on how to best utilize the new SpartaJobs!

TH 3/23 2:30 - 3:30 pm ADM 201

**Launching Your Seasonal/Summer Job Search**

Need a seasonal summer job? Join us and gain job search strategies and techniques that are key to finding seasonal/summer job and learn how to utilize the new SpartaJobs!

T 4/4 12 - 1 pm Virtual - Log in to SpartaJobs and click on *Events* to register.

**Networking**

What does networking really mean? Learn how to make new contacts and maximize your connections to find job and internship opportunities.

W 4/5 3 - 4 pm ADM 201

**GET RESUME/COVER LETTER ASSISTANCE**
**Masters/Graduate Students Group Advising**

Resources for crafting Graduate/Masters level resumes and cover letters. \*First Come, First Serve, Limited seating. (Recommended: Review the online Resume Webshop prior and bring a hard copy of your resume.)

Select Wednesdays (4/12, 4/19, 4/26, 5/3)  
 3:00 pm - 4:15 pm ADM 201

**Keys to Resume Success**

Discover how to create a resume that will grab an employer's attention. Check out these proven strategies for effectively presenting yourself on paper to employers. Strengthen your accomplishment statements and learn how to tailor your resume for specific jobs in this hands-on session. (Recommended: Review the online Resume Webshop prior and bring a hard copy of your resume.)

Th 2/16 2:30 - 3:30 pm Admin 201  
 Th 2/23 2:30 - 3:30 pm Admin 201  
 Th 3/2 2:30 - 3:30 pm Admin 201  
 Th 4/6 2:30 - 3:30 pm Admin 201

**Acing the Technical Resume**

Discover how to create a technical resume that will grab an employer's attention.

T 2/21 12 - 1 pm Virtual - Log in to SpartaJobs and click on *Events* to register.

**PREPARE FOR THE JOB FAIRS**
**Making the Most of the Job and Internship Fairs**

Learn how to make the most of your time at the job fair. Gain tips on researching employers and identifying opportunities. Develop your one minute introduction and stand out to employers.

W 2/22 3:45 - 5 pm ADM 201  
 Th 2/23 12 pm - 1 pm Virtual - Log in to SpartaJobs and click on *Events* to register.

**ATTEND A JOB FAIR**
**Spring Job & Internship Fairs Get Connected!**

Currently registered SJSU students and Career Center alumni members are invited to meet with employers who have anticipated career and/or internship opportunities. Attend a job fair success workshop to increase your marketability and to stand out in the crowd. Business casual or professional business dress strongly recommended. \* Masters/Graduate students in impacted majors (Software Engineering, Computer Science, EE) will be assigned a ticketed time to attend the Virtual fair. Visit the website for more details.

**Spring '17 Engineering and Science Undergraduate Students Job and Internship Fair**

T 2/28 12 - 4 pm SU Ballroom  
 W 3/1 12 - 4 pm SU Ballroom

**Spring '17 Business & Government Job and Internship Fair**

W 3/8 12 - 4 pm SU Ballroom

**Spring '17 Non-Profit & Public Service Job and Internship Fair**

T 3/14 12 - 3 pm SU Ballroom B

**\*Spring '17 Engineering and Science Graduate Students Virtual Job & Internship Fair**

Th 3/16 12 - 4 pm Powered by Brazen (Online)

**Spring '17 Just In Time Virtual Job and Internship Fair**

Th 4/13 12 - 3 pm Powered by Brazen (Online)

\*Preregistration required through Brazen. Check the Career Center website for details.

**GET CONNECTED**
**Careers in Education Panel**

Preparing for a career in education? Come and gain valuable insight on careers in the education field from professionals who are teaching, counseling or administrators. Learn interviewing strategies and network with professionals!

Th 3/9 4 - 6 pm MLK 225/229

**Information Sessions & Tech Talks**

Meet and network with employers about career/internship opportunities. Learn about trends within a specific organization in a forum setting.

Select Tues, Wed, and Thurs Log in to SpartaJobs and search *Events*.

**Drop-In Interviews:**

Looking for a part-time or entry-level job? Drop-In Interviews is an opportunity to meet with employers who are looking for you. In collaboration with the San Jose Public Works Center (SJPL) at SJSU MLK Library. Check for updates on our website and email notifications from the Career Center!

Select Fridays (2/10, 3/17, 4/14, 5/12) 12 - 3:30 pm

**SpartaJobs**

An online job and internship bank that includes on and off-campus, part-time, full-time, summer, internship and career positions. Check frequently as new opportunities are added daily! Currently enrolled SJSU students and registered alumni have access to this 24/7 job and internship database. Make sure your notifications are set up to receive email about upcoming Career Center events.

**Log in TODAY!**

Go to our website at [www.sjsu.edu/careercenter](http://www.sjsu.edu/careercenter). Click on the blue *SpartaJobs Students* button then click on the blue *SpartaJobs Students Sign In* button and login with your MySJSU information.

**SPARTAN SUCCESS SERIES - SJSU STUDENT ALUMNI ASSOCIATION**

Take advantage of the Spartan Success Series, a student-alumni engagement program featuring an array of career development events providing students and alumni the opportunity to network with alumni experts. Visit [www.sjsu.edu/alumni/students/spartansuccessseries](http://www.sjsu.edu/alumni/students/spartansuccessseries) to register for the following events.

**Online Resume Review & Career Advice**

This text-based chat review will allow you to improve your resume and effectively promote your knowledge, experience and skills! Open to Spring/Fall 2016 alumni and all undergraduate students.

F 2/24 12 - 1 pm Online

**Networking Success from the Executive Suite**

Strengthen your networking skills and gain insight from successful alumni! Master the art of networking with a panel presentation of stories and tips from executives, and attend an exclusive networking reception with alumni representing a variety of companies and career paths. Appetizers will be served. Open to all students, alumni and community members.

W 3/15 4:30 - 6 pm Student Union Ballroom

**Roadtrip Nation: Discovering Career Possibilities**

Don't know what to do with your life? Don't worry, Nathan, Mike, and Brian didn't either. So after college, they bought an RV, painted it green, and decided to travel the country asking people who do what they love how they figured it out. In 2006, SJSU proudly had the first African American student team selected to embark on a journey through the United States and film their documentary. We are welcoming back to campus these students - now alumni - to share their experience and life lessons. Following the panel, SJSU students will see a special screening of "Beyond The Dream," a movie project of Roadtrip Nation that explores the immigrant experience through the eyes of Alexis, Rachel, and Pratihtha. Open to all students, alumni and community members.

T 4/11 4:30 - 6 pm Student Union Ballroom

**GET CAREER ADVICE**
**Weekly Office Hours**

Need quick career tips? Career counselors provide advice on a variety of topics including: job/internship search strategies, interviewing tips, grad school, finding a career with your major, career planning, enhancing your resume, and more. Available for currently enrolled SJSU students and registered alumni. \*Undergraduate students receive priority. Limited Availability. First-come, First serve. Last sign up is 15 minutes prior to end time.

**Drop - In Office Hours (no appointment necessary) (Adm 154)**

M 10 am - 12 pm  
 TU 1:30 pm - 3:30 pm  
 W 1:30 pm - 3:30 pm  
 TH 10 am - 12 pm

**Success Center Satellite Office Hours/Drop-Ins (1/30 - 5/16)**

M 12 - 2 pm EOP Lounge (CL, 1st Floor)  
 TU 10 am - 12:00 pm H&A Success Center (CL 244)  
 TU 11:30 am - 1:30 pm EOP Lounge (CL, 1st Floor)  
 TU 2 pm - 4 pm Business Success Center (BBC 008)  
 TU 3 pm - 4:30 pm Engineering Success Center (ENGR 344)  
 W 10 am - 12 pm ACCESS Social Science Success Center (CL 240)  
 W 2:30 pm - 4 pm Science Success Center (DH 212)  
 TH 10:30 am - 12:30 pm Business Success Center (BBC 008)  
 TH 11:30 am - 1:30 pm Veterans Resource Center (SU 1500)  
 TH 12:30 - 1:30 pm Applied Sciences & Art Success Center (MQH 533)

**By Appointment**

Schedule an appointment by signing into SpartaJobs and clicking on Appointments on the left navigation bar, then clicking the Schedule a New Appointment button. Available for currently enrolled undergraduate SJSU students pursuing their bachelor's degree.

**Virtual Career Chats**

Job Search, Resume questions? Join our WebEx platform and get job search advice from a Career Consultant by going to [www.sjsu.edu/careercenter](http://www.sjsu.edu/careercenter) and clicking on the yellow *Career Advising* button to direct you to the WebEx links.

Fridays (2/3/17-5/12/17) 10 am - 12 pm