

**Drop In** Need quick career tips? Career Consultants provide coaching to SJSU students on a variety of general career topics including: job/internship search strategies, interviewing tips, finding a career with your major, career planning, enhancing your resume and more. (First come, first served)

Tuesdays and Wednesdays 1:30 pm - 3:30 pm ADM 154  
Thursday 10 am - 11:30 am ADM154

**Counseling by appointment** Log in to SpartaJobs (SJSU Handshake), click on *Appointments* on the left navigation menu, and select Schedule a New Appointment. Available for all currently enrolled students and May 2017 graduates through June 30, 2017.

**Virtual Career Chats: Resume, Cover Letter, and Job Search Q&A** Have a quick question about your resume or cover letter? Want to get some feedback from a Career Counselors on how to best develop your marketing materials? Have a question about job search strategy? Join our WebEx platform to get your questions answered and learn how to launch a successful job/internship search.

Fridays (6/2, 6/9, 6/30, 7/7, 8/11, 8/18) 10:00 am - 12:00 pm

## Class of 2017's Spartan College-to-Career Series for the Class of 2017\*

Tuesdays (6/6, 6/13, 6/20, 6/27) 10:45 am - 12 pm | Drop-in Career Coaching 12 pm - 1pm  
ADM 154/255

### Week 1 - Resume & Cover Letters June 6th

Discover how to create a resume and cover letter 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.

### Week 2 - Job Search & Networking June 13th

Just graduated and looking for your full time job? Come and gain job search and networking strategies and techniques that are key to finding a job.

### Week 3 - Interviewing Skills June 20th

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

### Week 4 - Success in the Workplace June 27th

This interactive workshop is designed to give you the dynamic tools you need to be successful in the workplace. Explore ways to improve your leadership and interpersonal skills, handle stress, and motivate yourself and others.

\* Recent graduates should register on Handshake for more details. There is limited seating so will be first-come, first-served. Coffee and donuts will be served. For questions please email: [careerhelp@sjsu.edu](mailto:careerhelp@sjsu.edu)

**LinkedIn Profile Photo:** Drop by the Career Center to have a professional headshot taken for your LinkedIn Profile page.

Wednesday (6/14, 7/19) 10 am - 12 pm ADM 154/255  
Thursday (6/15, 7/20) 1:30 pm - 3:30 pm ADM 154/255

**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. Check for updates on our website and email notifications from the Career Center! In collaboration with the San Jose Public Works Center (SJPL) at SJSU MLK Library.

Friday (6/16, 7/14, 7/28) 12 pm - 3:30 pm

**Career Resources Available 24/7** – All the resources you need, when you need them. Find it fast. Find it easy. Find success at [www.sjsu.edu/careercenter](http://www.sjsu.edu/careercenter)

**Looking for a Job? Check SpartaJobs (SJSU Handshake):** SJSU's official job and internship database that includes on and off-campus, part-time, full-time, 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 online resource. Recent graduates receive access for 12 months after graduation. Visit our website at [www.sjsu.edu/careercenter](http://www.sjsu.edu/careercenter) and click on the blue SpartaJobs Students button to start your job search today!