Career Development Series
Fall Semester

Career Services brings you this series of programs aimed at exploring careers and developing skills you can use in your internship/job search and throughout your professional career.

Internship Debrief

Wed., September 4, 6:00 – 7:30 pm Annex H
Thurs., September 5, 4:30 – 6:00 pm Annex H

Come debrief about your summer internship, and hear from your colleagues about their experiences? This is a chance to reflect on internship outcomes, lessons learned, challenges faced, and ways to integrate those experiences into your upcoming job search.

All these Classes and Find an Internship Too !?!

Fri., September 13, 12 – 1:30 pm SSWB Rm 1644
Mon., September 16, 5:45 – 7:15 pm Lorch Rm 473

Not sure where to start on your internship search? Feeling clueless? Overwhelmed? Hear from a panel of 2nd years about their internships and advice to you for uncovering and securing a great summer internship. Panelists will be different at each session. Come to one or both programs.

Job Search Kickoffs

Fri., September 20, 12:00 – 1:15 pm Annex H
Tues., September 24, 11:45 am – 1:00 pm Annex H
Wed., September 25, 5:15 – 6:30 pm Lorch 473

Get started mapping out a plan for your job search. This session will overview the range of job search resources on campus, interview guidelines, and professional ethics in the job search. This session is required for all graduating students.

Unless otherwise noted, all programs will be held in the Conference Room, Oakland St Annex.

Networking 101

Tues., October 1, 11:45 am – 1:00 pm

Fact: Throughout your career, many of your jobs will be found through networking. *Fact:* Ford School alums are one of your greatest resources for exploring careers and uncovering the hidden job market. *Fact:* Most students are either terrified or clueless when it comes to networking. This program will help you develop sound strategies of your own in making cold calls to employers, drafting effective emails to alums, and benefiting from the knowledge base of others who are already in your network (whether you realize it yet or not!)

A Day in the Life of a PMI

Fri., October 4, 12:00 – 1:30 pm Lorch Hall Rm 201

The Presidential Management Internship (PMI) program is a 2-year fast-track management development program for careers in the federal government. Come hear from Ford School and PMI alum, Sean Jones '00 about his PMI experiences with USAID in DC and abroad, and his take on the pros/cons of the program. If you are considering PMI, don't miss this chance to gain an insider's view of the program. For additional information on the PMI program, check the website at: www.pmi.opm.gov.
Please note: Internal deadline for the Ford School PMI selection process is Thursday, October 17.

Internships Abroad

Thurs., October 10, 11:45 – 1:00 pm

Interested in interning abroad this summer? Creativity in uncovering these leads and securing positions early enough to meet funding deadlines is key to successfully turning your wanderlust hopes into reality. This session will help you start mapping out your own plan to securing an internship abroad.

Interviewing 101

Tues., October 22, 11:45 am – 1:00 pm

So..you've made it past the first hurdle and landed that first interview with an organization of your choice. Now what? The prospect of proving within the space of a 30-60 minute interview that you are the *Best Candidate* for the job can make even the hardiest of job or internship seekers nervous. This workshop will provide interviewing tips, strategies, and opportunities to practice so you can put your very best foot forward in your next big interview.

Resume-Writing for Policy Wonks

Thurs., October 24, 4:00 – 5:00 pm
Tues., October 29, 12:00 – 1:00 pm

Does your resume highlight the skills internship employers seek? Are you using too much policy jargon for your target employers? Is your homecoming king title and other undergrad experience still relevant? This workshop will help you get started on writing a resume that highlights your education and background for your target employers. *Reminder final copy deadline for the intern resume book is November 11!*

Careers in Nonprofit Administration

Mon., November 11, 7:00 – 8:30 pm
CEW Conference Room, 330 E Liberty Street

Hear from a panel of agency administrators about the career paths in nonprofit administration. This panel is sponsored by the Center for the Education of Women.

Cover Letters that Sell!

Thurs., November 14, 11:45 am – 1:00 pm

Too often students fall into the trap of writing a cover letter that explains what they'd gain from working with *XYZ* employer. What an employer really wants to know is "what can you do for me?"... not "what can I do for you?" This workshop focuses on how to spin your cover letters to catch employers' eyes and get those interviews.

Mark your calendars ...

ALUMNI CAREER ROUNDTABLE
Friday, October 4
4:00 - 5:30 pm
Foster Library

Participate in any of several informal alumni roundtable discussions about careers in a variety of fields. Hear career tips and strategies from alums working in:

- federal, state, and local government
- international policy
- housing and community development
- social welfare
- education

An alumni reception from 5:30 — 6:30 pm follows the policy-specific roundtables.

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GLOBAL CAREER STRATEGIES
Wednesday, October 16
5:30 - 7:00 pm
Hale Auditorium

Hear from internationally recognized career expert, author, and lecturer, Mary Anne Thompson (www.goinglobal.com) about job search tactics, strategies and tools for securing employment abroad.

This program is sponsored by the Ford School, Business School, School of Public Health, and the College of Engineering.

Internship Countdown

Fri., December 6, 12:00 - 1:30 pm

In just 5 months, you'll be starting your internship. Where will that be? What skills do you want to learn? What sector do you want to explore? This session will help you kick-start your internship search...from thinking about internship goals to mapping out a plan to secure that great summer internship.

Career Services is located in the Ford School Annex
712 Oakland St, 2nd floor

Office hours are 8:00 am - 5:00 pm
Appointments are available on a drop-in basis or may be scheduled in advance by contacting Jennifer (for continuing students) or Lynn (for first year students)

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Gerald R. Ford School of Public Policy
Career Services

Career Development Series

Fall Semester 2002