MCLA CAREER SERVICES FALL 2024 CALENDAR

- **Thursday, September 12: Career Preparation Workshop (first-year students only)**
  Time: 2:00-3:00 ***Location: Career Center (Bowman Hall 217)***
  This workshop is for first-year students only. It will cover all aspects of proper career preparation including use of the ONET* Interest Profiler, Handshake, effective resumé and cover letter development, successful interviewing tips and techniques, job shadowing, and internships.

- **Tuesday, September 17: Career Preparation Workshop**
  Time: 2:00-3:00 ***Location: Career Center (Bowman Hall 217)***
  This workshop will cover all aspects of proper career preparation including use of the ONET* Interest Profiler, Handshake, effective resumé and cover letter development, successful interviewing tips and techniques, job shadowing, and internships.

- **Friday, September 20: Resumé/Cover Letter Workshop**
  Time: 2:00-3:00 ***Location: Career Center (Bowman Hall 217)***
  This workshop will focus on how to build an effective resumé and cover letter. Helpful tips will be provided, and sample resumés will be reviewed.

- **Thursday, September 26: Interviewing Skills Workshop**
  Time: 2:00-3:00 ***Location: Career Center (Bowman Hall 217)***
  This workshop will include valuable information required for a successful job interview experience. Everything from proper attire to telephone and virtual interviewing, to sample questions will be among the topics for discussion.

- **Friday, October 4: Interviewing Skills Workshop**
  Time: 2:00-3:00 ***Location: Career Center (Bowman Hall 217)***
  This workshop will include valuable information required for a successful job interview experience. Everything from proper attire to telephone and virtual interviewing, to sample questions will be among the topics for discussion.

- **Tuesday, October 8: Internship Workshop**
  Time: 2:00-3:00 ***Location: Career Center (Bowman Hall 217)***
  Learning how to reap all the benefits and rewards from a successful internship is quite important and is often overlooked. This workshop will cover important topics including internship requirements, how to apply for an internship, prospective internship placements and resources, and how to get the most out of the experience.

- **Thursday, October 17: Internship Workshop**
  Time: 2:00-3:00 ***Location: Career Center (Bowman Hall 217)***
  Learning how to reap all the rewards and benefits from a successful internship is quite important and is often overlooked. This workshop will cover important topics including internship requirements, how to apply for an internship, prospective internship placements and resources, and how to get the most out of the experience.

- **Thursday, October 24: MCLA Virtual Career & Internship Fair**
  Time: 11:00-2:00 ***Location: Virtual (Handshake)***
  The Fall 2024 MCLA Career & Internship Fair, conducted on Handshake, is a tremendous opportunity to connect and network with employers and recruiters, both locally and nationally. Take full advantage of employment and internship opportunities by participating in this event.

- **Thursday, November 7: Resumé/Cover Letter Workshop**
  Time: 2:00-3:00 ***Location: Career Center (Bowman Hall 217)***
  This workshop will focus on how to build an effective resumé and cover letter. Helpful tips will be provided, and sample resumés will be reviewed.