



MCLA CAREER SERVICES SPRING 2025 CALENDAR

- **Thursday, 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.
- **Friday, February 14: 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.
- **Thursday, 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. Resume and cover letter samples will be reviewed.
- **Wednesday, 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.
- **Monday, March 24: 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 27: MCLA Virtual Career & Internship Fair**
Time: 11:00-2:00 *Location: Virtual*
The spring 2025 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 the spring 2025 fair!
- **Wednesday, 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.