

# CAREER DAY 2019-20 PREP WORKSHOPS

## **December 6, 2019 – Portfolio/Resume Warm-Up w/ Diane Fox**

10:15 – 11:45 AM, Room 113

Diane will present a number of examples of exemplary portfolios produced in her classes over the years. She will also focus on key rules of thumb when beginning to assemble a professional portfolio of work.

## **January 22, 2020 – Resume + Cover Letter Workshop w/ Diane Fox & Maged Guerguis**

12:00 – 1:20, Room 103A / Light Lunch provided

Discussion with faculty will include key tips and strategies for clearly presented resume as well as proper etiquette and key points to hit in writing a cover letter to a potential employer.

## **January 24, 2020 – Feedback Session #1**

11:30 – 1:30, Center for Student Development

First-come, first-serve walk-in hours for feedback on any of your Career Day documents: portfolio, resume, cover letter, etc.

## **January 29, 2020 – Design Sheet Workshop with Diane Fox**

12:00 – 1:20, Room 103B / Light Lunch provided

This feedback session will allow students to work together to review and mark up draft design sheet proposals in advance of Career Day. Limited spaces available. First-come, first served. Will require submission of material in advance of this workshop; details forthcoming.

## **January 31, 2020 – Feedback Session #2**

11:30 – 1:30, Center for Student Development

First-come, first-serve walk-in hours for feedback on any of your Career Day documents: portfolio, resume, cover letter, etc.

## **February 3, 2020 – STUDENT UPLOAD DEADLINE**

Resumes, Cover Letters and Design sheets uploaded to Academics server by 5 PM.

## **February 12, 2020 – Tips/Tricks for a Successful Career Day**

12:00 – 1:20, Room 103A / Light Lunch provided

Be prepared for and make the most of Career Day with pre-, during-, and post-Career Day tips and tricks.

## **February 26, 2020 – Interview Speed Sessions with local alums**

5:30 – 7:30, Room 103A – Pizza/beverages provided

Fast 5-7 minute sessions with local alums to provide portfolio feedback or hit you with challenging interview questions. This is a fun event and invaluable practice before the big day.