

Workshops designed to help graduates enter job market

This month, interested students can learn all about cover letters, résumés and interviews

By Megan Turner
Higher Education Reporter

The Career Center will offer many workshops this month to take students on the brink of graduation through the process of finding and obtaining a job.

"It is critical for students to know how to communicate their skills and potential to an employer in writing and also certainly verbally in an interview," said Beth Swank, assistant director of the Career Center.

Among the workshops offered

is one called "Finding Your Job," which is designed to help students develop effective job-searching strategies. It will be offered Oct. 21 from 2 to 3:30 p.m. in 12 Hendricks.

"Power in Print: Résumé and Cover Letter Writing" will be offered on Oct. 16 from 3:30 to 5 p.m. in 12 Hendricks and again on Oct. 29 from 3 to 4:30 p.m. in the EMU Walnut Room. This workshop is designed to assist students in learning how to produce effective résumés and cover letters, which Swank said are critical in attracting employers.

Once an interview is scheduled, it is important to know how to interview. "Effective Interviewing" will help students en-

hance their self-confidence and interviewing skills. This workshop will be offered on Oct. 15 from 3 to 4:30 p.m. in 12 Hendricks and again on October 30 from 3:30 to 5 p.m. in 242 Gerlinger.

"The focus is on how to communicate skills and background [to an employer]," Swank said.

If you are interested in the various internships that are available, whether they be paid, volunteer or for credit, attend the "Internship Options" workshop, which will take place Oct. 14 from 12:30 to 1:30 p.m. or Oct. 29 from 4:30 to 5:30 p.m. Both sessions are in 12 Hendricks.

Swank said having experience through an internship is an es-

sential segment of an applicant's résumé.

"More and more employers are wanting students to have this kind of experience," Swank said. "It is key before you graduate."

To learn about all the possibilities of finding a job on the Internet and how to send your résumé electronically to employers, a workshop will be offered on Oct. 13 from 3 to 4:30 p.m. in 144 Knight Library.

There are also many workshops scheduled for November. For more information or to sign up for one or more of these workshops, stop by 244 Hendricks or contact the Career Center at 346-3235.

October Workshops

■ **POWER IN PRINT: Résumé and Cover Letter Writing** - Oct. 16, from 3:30 to 5 p.m. in 12 Hendricks; Oct. 29, from 3 to 4:30 p.m. in the EMU Walnut Room

■ **FINDING YOUR JOB:** Oct. 21, from 2 to 3:30 p.m. in 12 Hendricks

■ **EFFECTIVE INTERVIEWING:** Oct. 15, from 3 to 4:30 p.m. in 12 Hendricks; Oct. 30, from 3:30 to 5 p.m. in 242 Gerlinger

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CAMPUS BRIEFS

Blood drive held today, Wednesday

The Student Alumni Association is hosting its fall term blood drive today and Wednesday.

"Blood is something used continually," said Aneelah Afzali, chairperson of the blood drive. "So many people need blood, and it's hard to have a continuous supply."

The blood will be donated to the Lane Memorial Blood Bank. At the last blood drive in May, 223 units were donated.

"We're just very grateful for

people who take the time; it's a real worthy cause, and we support it 100 percent," said Miki Powers, administrative assistant for human resources.

The drive will be held today and Wednesday in the EMU Fir Room from 10 a.m. to 3 p.m.

Donors must be at least 17 years old and weigh at least 105 pounds.

Alumni Association seeks student reps

Student ambassador applications for the Student Alumni Association are due today.

To apply, a student must be a junior or senior, have at least 30 University credits and be a full-time student.

Selection is based on academic performance and University and community involvement.

The two students chosen, one male and one female, will act as University student representatives at alumni association functions and will also receive a savings bond and scholarship.

Applications can be picked up at 123 Agate Hall. They are due by 5 p.m. today.

LGBTQA: Friends, allies welcome

Continued from Page 1

Week for years, Vittek said. Other celebrations have focused more on bridging the gap between the heterosexual and homosexual communities.

This Coming Out Week is more internal, focusing on getting the homosexual community to support its own members and students in the process of coming out. The LGBTQA will welcome any "allies," although the activities will be directed toward students who have come out or are coming out.

"A lot of these issues are heterosexual issues, too," Vittek

said. Some workshops and information tables during the week will focus on AIDS, health, prejudice and tolerance and student issues, she added. "There are definitely issues there that we need to work on together."

But the main point of the week is to let students know who they can turn to if they are coming out, Carlon said. That's a very personal process, with very personal consequences, he said.

"But there's still a network of gay people," he said. "They're going through it or have gone through it. [People should] know that there are other people out there. And they're welcome."

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Every Sun.
11 am-3 pm

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Lunch Special

Satay Chicken

Chicken cooked with vegetables and peanut sauce

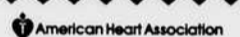
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OCTOBER

8	Wed	5:00-9:00pm	Adult
9	Thurs	5:00-9:00pm	Adult
13	Mon	5:00-9:00pm	Adult
14	Tues	5:00-9:00pm	1st AID
22	Wed	6:00-10:00pm	Child/Infant
23	Thurs	5:00-9:00pm	1st AID
27	Mon	5:00-9:00pm	Adult
28	Tues	5:00-9:00pm	Adult
30	Thurs	5:00-9:00pm	1st AID

NOVEMBER

5	Wed	5:00-9:00pm	1st AID
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