

# GET ANSWERS

Looking for a job or internship? Wondering how to tweak that resume or what to say during an interview? University Career Services can help you get answers! From face-to-face interactions with career counselors to networking opportunities, Career Services gives you the hands-on experience you need to succeed.

## ONLINE

Our web site at [careers.gmu.edu](http://careers.gmu.edu) provides a wealth of tools and tips for making career decisions. You can also use it to link to PatriotJobWeb (P JW), Mason's personalized internship and job search engine. In P JW, you can create and post a resume for employers to view by using the new Resume Builder tool.

## FACE TO FACE

Our career counselors thrive on interacting with students. Call today to set up an appointment for some individual attention. A visit to our office gives you the opportunity to get advice on your resume, cover letter, or portfolio; attend programs, events, and workshops; or take assessments to understand yourself better.

## RESOURCES

Explore your options through books and get hands-on experience through interactive tools, such as Perfect Interview at [www.perfectinterview.com/gmu](http://www.perfectinterview.com/gmu). This online software allows you to sit face to face with a prerecorded interviewer and practice answering those tough interview questions.

### UNIVERSITY CAREER SERVICES

Student Union Building I, Room 348  
[careers.gmu.edu](http://careers.gmu.edu)  
703-993-2370  
[careerhp@gmu.edu](mailto:careerhp@gmu.edu)  
Appointments: [careers.gmu.edu/calendar/index.html#appts](http://careers.gmu.edu/calendar/index.html#appts)

### HOURS

Monday through Friday, 8:30 a.m. to 5 p.m.  
Tuesdays until 7 p.m. when classes are in session  
Fridays until 3 p.m. during the summer

### School of Management Career Services

Enterprise Hall, Room 008  
703-993-1880  
[som.gmu.edu/career](http://som.gmu.edu/career)

### School of Public Policy Career Services

Arlington, Original Building, Room 276  
703-993-3188  
[policy.gmu.edu/Home/StudentCareerServices/CareerServices/tabid/82/Default.aspx](http://policy.gmu.edu/Home/StudentCareerServices/CareerServices/tabid/82/Default.aspx)

### Institute for Conflict Analysis and Resolution

Arlington, Truland Building, Suite 500  
703-993-1300  
[icar.gmu.edu](http://icar.gmu.edu)

### School of Law Career Services

Arlington, Hazel Hall, Suite 370  
703-993-8020  
[law.gmu.edu/career](http://law.gmu.edu/career)



University Career Services

## FALL 2009 WORKSHOPS AND EVENTS



University Life

Living • Learning • Leading

## EVENTS

### CAREER PANELS

#### Tips from Recruiters on Networking and Job Search Strategies

Thursday, August 27 1–2:30 p.m. SUB I, Rooms A and B

#### Federal Government Job and Internship Student Panel

Wednesday, September 9 5:30–7 p.m. JC, Room G

#### Federal Government: Law Enforcement, Intelligence, and Security Careers

Monday, September 28 6–8 p.m. Prince William Campus, Verizon Auditorium

#### SOM Ask the Professionals: Management

Thursday, October 15 5:30–7 p.m. JC, Room C

#### SOM Ask the Professionals: Finance

Tuesday, October 20 5:30–7 p.m. JC, Room C

#### Career Options and Networking Opportunity for Humanities, Social Sciences, and Liberal Arts Majors

Wednesday, October 21 5:30–7:15 p.m. JC, Room C

#### Human Resources, Training, and Organizational Development Including Comments on Career Portfolios

Tuesday, November 10 5:30–7 p.m. SUB I, Rooms A and B

### JOB FAIRS AND EMPLOYER EVENTS

#### Job and Internship Fair

Wednesday, October 7 11 a.m.–4 p.m. JC, Dewberry Hall

Thursday, October 8 11 a.m.–4 p.m. JC, Dewberry Hall

#### Resume Clinic with Employers

Thursday, October 1 11 a.m.–6 p.m. JC, Room 116

Monday, October 5 4–7 p.m. JC, Room 116

### JUMP START YOUR JOB SEARCH

**August 27 Thursday**  
Orientation to On-Campus Interviewing (OCI) SUB I, Rooms A and B  
Resume and Cover Letter Writing 9:30–10:30 a.m.

Networking Practice with Employers (light snack provided) SUB I, Room 348  
12:15–1 p.m.

Tips from Recruiters on Networking and Job Search Strategies SUB I, Rooms A and B  
1–2:30 p.m.

How to Research Employers 2:30–3:30 p.m.

**August 28 Friday** SUB I, Rooms A and B

Finding Internships and Other Career-Related Experiences 10–11:15 a.m.

Behavioral Interviewing 11:30 a.m.–1 p.m.

Resume and Cover Letter Drop-In Critiques (bring a draft) 1–3 p.m.

## WORKSHOPS

Many of our workshops are cofacilitated by employers. Come learn job search strategies directly from those looking to hire you.

### RESUMES AND COVER LETTERS

#### Resume and Cover Letter Writing

Thursday, August 27 10:45 a.m.–12:15 p.m. SUB I, Rooms A and B

Thursday, September 3 4–5:30 p.m. SUB I, Room 348

Monday, September 14 5:45–7:15 p.m. JC, Room C

Wednesday, September 23 5:30–7 p.m. JC, Room G

Tuesday, October 20 12:15–1:45 p.m. SUB I, Room 348

Monday, November 16 5:30–7 p.m. SUB I, Room 348

#### Resume and Cover Letter Writing for International Students

Friday, October 30 11:45 a.m.–1:15 p.m. JC, Room A

#### Resume Clinic with Employers

Thursday, October 1 11 a.m.–6 p.m. JC, Room 116

Monday, October 5 4–7 p.m. JC, Room 116

#### Resume and Cover Letter Drop-In Critiques (bring a draft)

Friday, August 28 1–3 p.m. SUB I, Rooms A and B

### INTERVIEWING

#### Behavioral Interviewing

Friday, August 28 11:30 a.m.–1 p.m. SUB I, Rooms A and B

Thursday, September 10 5:30–7 p.m. SUB I, Room 348

Tuesday, October 27 5:30–7 p.m. SUB I, Rooms A and B

Monday, November 2 5:30–7 p.m. SUB I, Room 348

#### Orientation to On-Campus Interviewing (OCI)

Thursday, August 27 9:30–10:30 a.m. SUB I, Rooms A and B

Thursday, September 17 12:15–1:15 p.m. SUB I, Room 348

Tuesday, September 22 5:30–6:30 p.m. SUB I, Room 348

Wednesday, September 30 3–4 p.m. SUB I, Room 348

#### Interview Practice with Employers

Tuesday, September 15 9:30 a.m.–3 p.m. SUB I, Room 348

Friday, September 25 9:30 a.m.–3 p.m. SUB I, Room 348

Wednesday, November 18 9:30 a.m.–3 p.m. SUB I, Room 348

#### Interviewing Skills for Non-native English Speakers

Friday, November 6 10–11:15 a.m. JC, Room A

### CO-OP ORIENTATION FOR F-1 VISA HOLDERS

Wednesday, September 30 4–5 p.m. SUB I, Room 348

Friday, November 6 1–2 p.m. JC, Room A

### INTERNATIONAL STUDENTS WORKSHOP DAYS

**October 30 Friday** JC, Room A  
Job Search Strategies and F-1 Employment Options 10–11:30 a.m.  
Resume and Cover Letter Writing 11:45 a.m.–1:15 p.m.

**November 6 Friday** JC, Room A  
Interviewing for Non-native English Speakers 10–11:15 a.m.  
How to Research Employers 11:30 a.m.–12:45 p.m.  
Co-op Orientation for F-1 Visa Holders 1–2 p.m.

### GRADUATE SCHOOL PREPARATION

#### Mason Showcase of Graduate Programs

admissions.gmu.edu  
Wednesday, September 16 6–9 p.m. JC, Dewberry Hall

#### Planning for Grad School

Wednesday, September 16 6:15–7:15 p.m. JC, Room E

Wednesday, September 16 7:15–8:15 p.m. JC, Room E

Monday, October 26 12:15–1:15 p.m. SUB I, Rooms B and C

### FEDERAL GOVERNMENT JOB AND INTERNSHIP SEARCH

#### Federal Government Job and Internship Student Panel

Wednesday, September 9 5:30–7 p.m. JC, Room G

#### Federal Government: Law Enforcement, Intelligence, and Security Careers Panel

Monday, September 28 6–8 p.m. Prince William Campus, Verizon Auditorium

#### Federal Government Job and Internship Search Workshop

Thursday, September 24 5:30–7 p.m. SUB I, Rooms A and B

Thursday, October 29 5:30–7 p.m. JC, Room A

### FINDING A JOB OR INTERNSHIP

#### Finding Internships and Other Career-Related Experiences

Friday, August 28 10–11:15 a.m. SUB I, Rooms A and B

Tuesday, September 8 5–6 p.m. SUB I, Room 348

#### How to Research Employers

Thursday, August 27 2:30–3:30 p.m. SUB I, Rooms A and B

Monday, September 14 4:30–5:45 p.m. JC, Room C

Friday, November 6 11:30 a.m.–12:45 p.m. JC, Room A

#### Prepare for the Job Fair

Tuesday, September 29 5:30–7 p.m. SUB I, Room 348

Monday, October 5 12:15–1:15 p.m. SUB I, Room 348

#### Job Search Strategies in a Tight Market

Monday, September 21 12:15–1:45 p.m. SUB I, Rooms B and C

Wednesday, November 11 5:30–7 p.m. SUB I, Rooms B and C

#### Job Search Strategies and F-1 Employment Options

Friday, October 30 10–11:30 a.m. JC, Room A

#### Networking Practice with Employers (light snack provided)

Thursday, August 27 12:15–1 p.m. SUB I, Room 348

#### Salary Negotiation

Thursday, November 12 12:15–1:45 p.m. SUB I, Room 348

Tuesday, December 1 6–7 p.m. SUB I, Rooms A and B

#### Winter Break Search Strategies and Networking

Tuesday, December 1 4–6 p.m. SUB I, Rooms A and B

Stay up to date with our Career Calendar at  
**CAREERS.GMU.EDU/CALENDAR**

