



CAREER DEVELOPMENT SERIES AT T&D

Resumes & Cover Letters
Social Networking & LinkedIn
Informational Interviews & Networking
Preparing to Interview

Find class dates online at training.uga.edu/career
Register for classes online using the UGA Self-Service site

Resumes & Cover Letters

Do you frequently counsel others about resumes and cover letters or are you worried your own resume may be stuck in the past? Make sure your resume is current, polished and professional, and ensure that you are projecting a modern employee ready to solve today's challenges. An introduction to cover letters will be included. Bring 3 paper copies of your resume to this class.

Social Networking & LinkedIn

Most of us interact with social media on daily basis for our own enjoyment, but social media can be a powerful tool for our professional lives as well. Learn how to leverage these tools to expand your network, maintain important relationships, and build your personal brand.

Networking & Informational Interviews

Are you interested in exploring other ways to serve the University? Would you like to know more about another field or what it would be like to advance your career to the next level? Research career fields and opportunities for advancement by conducting informational interviews. Gain the confidence to reach out to professionals on campus, and learn how to lay the foundation for a meaningful experience that will enhance your career.

Preparing to Interview

Learn strategies to prepare for your next interview and gain insight into what employers are looking for in an ideal candidate. Market your strengths, address your challenges and practice answering common interview questions. Finally, discuss the steps you need to take after an interview to make the most of your opportunity to expand your network and enhance your career.

INDIVIDUAL CAREER CONSULTING

Request an individual consulting appointment online at training.uga.edu/career

MORE CAREER RESOURCES

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