

Professional Development Curriculum for Class of 2014 Required Meetings Academic Year 2011-2012

October

- Session I. Foundations of Your Professional Development
Date Attended: _____
- Session II. Writing Successfully: Resumes & Cover Letters
Date Attended: _____

November

- Individual Career Advising Session
Date Held: _____ With: _____
- Session III. Making Your Case: Essentials of Interviewing
Date Attended: _____

If you are applying for positions on December 1st, be sure to ready them in November

December

*Study and prepare for final exams
Over Winter Break, start sending resumes and cover letters*

January

- Strengthening Your Oral Communication Skills: Mock Interviews
Date Conducted: _____ With: _____

February

- Session I. Writing for Business Success: Email Etiquette, Business Letters & More
Date Attended: _____

March

- Session II. Success as a 2L Part I: Course Selection & Targeted Career Planning
Date Attended: _____
- Session III. Success as a 2L Part II: Interview to Get the 2L Offer
Date Attended: _____

April

- Session IV. The Complete 2L Job Search OR 2L Strategies for Public Service Positions
Date Attended: _____