

## **ACS Career Services Workshops**

Career Workshops and Individual Resume Reviews will be offered that will specifically help experienced chemical professionals or younger members and students on career development, valuable lessons in the work place, as well as unique insight on the job market. The following workshops will be presented as well as individual resume review appointments on **(Insert Location/Time/Date)**

### ***Planning Your Job Search: 8:00 AM – 9:30 AM***

This one hour workshop addresses employment trends and professional values (self assessment). Then, the process of networking is explored: who is in your network, how to expand it. Strategies such as informational interviewing will be discussed.

### ***Preparing a Resume: 9:30 AM – 11:00 AM***

Your résumé is a personal introduction and leaves an impression. In this one hour workshop you will learn which personal data format is right for your "marketing plan," and construct a winning résumé.

### ***Effective Interviewing: 11:00 AM – 12:30 PM***

Many job seekers think their work ends once an interview is secured. Think again! This one hour workshop will examine the entire interview process, types of interviews, frequently asked questions, and how to evaluate an offer.

**ACS Careers Consultants** will be available to provide resume reviews and career assistance. Individual 30 minute resume reviews will be offered. You must bring a copy of your resume. Sign-up will be available at meeting registration.