




McDermott Library 1.312
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Career Seminars

A variety of career-related workshops, seminars and other programs are offered by the Career Center throughout the year. Students and alumni are encouraged to participate in as many programs as possible each year to enhance their career development process and to stay up-to-date on the most current job market and employer expectations.

Where and When

All seminars are held in [McDermott Library 1.608](#). For dates and times, check out the  [Current Semester Seminar Schedule](#) (requires [Acrobat Reader](#)) or view all [Upcoming Career Center Events](#).

Seminar Descriptions

Internship/Cooperative Education Information Sessions - In these sessions you will learn about the UTD [internship program](#) including the registration process, eligibility, requirements, and finding appropriate opportunities. Online module also available.

This information session is not open to CS and EE majors. (CS and EE majors sign up for an IPP/Internship Orientation in [EE/CS building 2.502](#).)

How To Interview - Designed to help students prepare for employment interviews. Handouts and preparation for interview questions will be included.

Conducting An Effective Job Search - Learn how to identify potential employers and strategize your job search efforts, as well as to prepare your approach.

How to Write a Professional Resume - Designed to help you write an effective resume and stay up to date on employer expectations. Resume samples will be provided.

How to Write Professional Business Letters - Designed to help you write effective business letters (networking, cover, thank-you, acceptance, declining an offer, and response to rejection letters). Samples will be provided.

Clarifying Your Career Direction - Learn how to discern your career direction. Designed to help students clarify career and vocational planning. Freshmen and sophomores are especially encouraged to attend. A guide to educational and vocational planning will be provided.

How to Work a Career Expo Like a Pro - Learn the purpose of a career fair and the three elements for making a career fair work in your favor:

1. How to prepare
2. What to do and what **not** to do the day of the career expo
3. What to do once the career expo is over

Identifying Your Marketable Skills - Determine what you are good at and what interests you by identifying your skills and abilities. Knowing what you are good at can help you choose your major and identify your occupation.

Effective Communication Strategies for Women in the Workplace - Designed to help women identify ways to communicate more effectively in a professional setting.

Myers-Briggs and Career Choices - What does personality have to do with careers? Learn how your personality preferences effect your career choices and which careers might be best for you.

Selecting Graduate and Professional Schools - Learn effective strategies for determining which graduate school or program will best help you meet your goals.