Internship Update

In today’s work world, internships are increasingly important. If you are looking, watch our bimonthly Internship Update via your ToroMail for important news and tips on how to apply. Attend our “Getting an Internship Workshop” or see our staff for additional assistance. And don’t miss the numerous internship interview dates and information sessions scheduled throughout spring semester!

Internship Week
February 18-20
Watch your ToroMail for announcements about information sessions.

Here are some of our scheduled events:

- Federal Jobs and Internships Workshop
  Wednesday, Feb. 19, 3-4:30 pm
  Location: Loker Student Union

- CSU Media Internships
  Thursday, Feb. 20, 12 noon – 1:00 pm

- Internships in Research & Science Panel
  Thursday, Feb. 20, 2:30-3:45 pm

Deadlines for notable summer 2014 internship programs:
- California Fellows Program: Feb. 10
- Panetta Congressional Internship Program: TBA
- Cal State D.C. Internship Program: Feb. 28
- HACU National Internship Program: Mar. 3
- INROADS Summer Internships: Mar. 31
- Sony Pictures Entertainment SPECTRUM Internships: TBA
- The Getty Foundation Multicultural Internships: Feb. 3
- Lagrant Foundation: TBA

Search by internship name in ToroJobs for application deadlines and instructions.
**Joint Education Job Fair**

Friday, March 21, 11:30 am – 3:30 pm
CSU Long Beach Campus

Meet with reps from school districts across the state. Teacher, counselor, school psychologist, and administrator positions. Consult our website for more details.

Co-sponsor: CSULB Career Development Center

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**Dining Etiquette Workshop & Dinner**

Thursday, March 13, 5-7 pm
Loker Student Union

Meet with reps from school districts across the state. Teacher, counselor, school psychologist, and administrator positions. Consult our website for more details.

Co-sponsor: Associated Students, Inc.

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**Spring Job & Internship Fair**

Thursday, April 10
11 am–3 pm
Loker Student Union

More than 60 diverse employers will be on hand with information about internships, part-time employment, and full-time career positions.

Bring resumes – Dress professionally!
CAREER PLANNING

Workshops

Please sign up for workshops in advance. Go to the schedule on our website, csudh.edu/CareerCenter. All workshops are held in Welsh Hall, Rm. D360, unless otherwise noted.

Cultural Diversity and Management

In Today’s Workforce
Hear from a leading campus recruiter with Enterprise Holdings, who will explain what qualities employers look for when they hire entry level candidates, why diversity matters, and how to manage differences in the workplace successfully. RSVP Required.

Spring
Tuesday, March 4, 3-4:30 pm

Getting the Internship You Want

This workshop will cover what an internship is, how to find one, tips on preparing, and getting the most out of your internship once hired.

Spring
Tuesday, February 4, 3-4 pm
Monday, March 10, 1-2 pm
Tuesday, April 8, 3-4 pm

Summer
Wednesday, July 16, 3-4 pm

Graduate School Preparation

Explore the reasons for graduate study, the preparation, selection, and application process; and getting ready to go.

Spring
Wednesday, February 12, 3-6:00 pm

Low School Preparation

Learn about low school admissions, preparing for the LSAT, and becoming the best possible candidate.

Spring
Wednesday, Mar. 26, 4-5:30 pm
Loker Student Union

EMPLOYMENT

Workshops

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Writing a Winning Resume

Hear the latest advice on preparing a competitive resume that is ready for the job market.

Spring
Wednesday, Feb. 5, 5-6 pm
Thursday, Mar. 6, 3-4 pm
Monday, Apr. 7, 3-4 pm

Summer
Wednesday, June 4, 3-4 pm
Monday, June 30, 12-1 pm
Thursday, July 24, 3-4 pm

Ace Your Interview!

Are your interview skills rusty or non-existent? Research shows that 50% of interview success depends on preparation. Equip yourself with winning interview skills and techniques in this workshop.

Spring
Tuesday, Feb. 11, 3-4 pm
Wednesday, Mar. 5, 5-6 pm
Thursday, Apr. 17, 3-4 pm

Summer
Monday, June 9, 3-4 pm
Thursday, July 10, 12-1 pm

Job Search Success

Learn successful strategies for getting even the most “one-of-a-kind” jobs using proven job search techniques. Hear about new ways to think “outside the box” in a competitive job market.

Spring
Thursday, Feb. 6, 3-4 pm
Tuesday, Mar. 25, 3-4 pm
Monday, Apr. 21, 12-1 pm
Summer
Monday, June 2, 12-1 pm
Wednesday, July 9, 3-4 pm

Business Etiquette

Discover essential etiquette tools that separate etiquette rookies from polished professionals. Topics include dining etiquette, making introductions, the right handshake, and more!

Spring
Wednesday, Feb. 26, 5-6 pm
Tuesday, Apr. 15, 3-4 pm
Summer
Wednesday, June 18, 3-4 pm

Personal Branding—Stand Out from the Crowd

Do you have a personal “infomercial”? Do your online profiles “sell you”? Learn steps for getting a job & launching your career through smart personal branding techniques. This is a great workshop to prepare you for Job Fair!

Spring
Monday, Feb. 24, 3-4 pm
Wednesday, Apr. 9, 5-6 pm

Get “Linked In”

Networking is the #1 job search strategy in a lean job market. Learn how to use the popular social media site, “Linked In,” to network and find jobs.

Spring
Monday, Mar. 17, 3-4 pm
Wednesday, Apr. 30, 5-6 pm
Summer
Thursday, June 26, 3-4 pm

Dress for Success

How you dress at the workplace can have an impact on your career. Learn how to dress for a job interview, how to build your business wardrobe on a budget, and the difference between business attire and business casual clothing.

Spring
Wednesday, Mar. 12, 5-6 pm
Thursday, Apr. 24, 4-5 pm

CAREERcenter

The Career Center offers a broad range of career counseling and employment services to students. They include individual counseling/appointments, workshops, and special events.

If you are undecided about your major or career, need help in preparing for your job search or graduate school, or want access to employment opportunities, our career counselors are here to assist you.

Review this calendar for a list of events, services, and programs we are offering.

Career Counseling Appointments:
One hour appointments available. Schedule at least one day in advance. Ask about Skype appointments.

Resume Critiques:
We provide reviews of resumes, personal statements and curriculum vitae (CV). Drop them off at the office, and a counselor will review and critique them for you by the next business day. Personal statements require two days. You may also bring your resume to Drop in hours.

Career Library:
Features books, directories, newspapers, and trade magazines on career topics, employers, and graduate study.

A six PC computer lab allows career planners and job hunters to conduct online job searches, type resumes and personal statements, and access software for grad school research, career assessment tools, and information about majors and careers.

ONLINE Career Resources

Log on at csudh.edu/CareerCenter

Virtual Career Center:
Numerous resources are available at csudh.edu/CareerCenter, including schedules of upcoming events, jobs online, streaming videos of workshops, and a variety of how-to guides.

Need an internship or job?
Check out ToroJobs!
Created for CSUDH students and alumni, use ToroJobs to:
• Access local jobs & internships
• Sign up for workshops & events
• Use the job search agent
• Refer your resume to interested employers

Try our two partner sites for thousands of additional postings across the state and U.S. — Internships.com and Indeed.com. Go to csudh.edu/CareerCenter/ToroJobs.htm

What Can I Do With This Major?
• Ties your major to career paths
• Offers advice on how to be your competitive best

Focus II
• Provides quick and easy assessment tools
• Offers current career information

The following services are provided by an ASI technology grant:
• Your ToroMail email address is your access code.
• Webcams available in Career Center, WH D360
• Connect to ToroMail for your professional credentials

Be Your Competitive Best in Your Next Interview. Try Interview Stream.
• Practice interviewing via webcam
• Save and review your interview with a career counselor
• Webcam available in Career Center. WH D360
• Your ToroMail email address is your access code.

Watch Career Spots Job Search Videos
Need quick tips on your resume, dressing for the interview, your elevator speech and more? These videos will give you the answers.

Optimal Resume
• Find templates to help you write a winning resume
• Record a video resume
• Utilize electronic portfolio software
• Establish your own website for your professional credentials
• Your ToroMail email address is your access code.

Above are free services to CSUDH students.

The CAREERcenter provides career planning resources for students at CSUDH.
CAREER PLANNING

Workshops

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Tuesday, Mar. 26, 3-4 pm

Monday, Apr. 21, 12:1 pm

Summer

Monday, June 2, 12-1 pm

Wednesday, July 9, 3-4 pm

Best Resume

Learn how to write a competitive resume that will stand out to potential employers. Get valuable tips on creating an impressive client roster in motion pictures, television, and digital media.

Summer

Monday, June 30, 12-1 pm

Wednesday, July 24, 3-4 pm

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Monday, March 10, 1-2 pm

Tuesday, April 8, 3-4 pm

Summer

Wednesday, July 16, 3-4 pm

Health Careers Panel

Learn about emerging healthcare careers besides the traditional positions of doctor, nurse, and dentist. This workshop will help you think outside the box as it examines preparation for a variety of careers in the growing field of healthcare.

Tuesday, Apr. 22, 3-4:30 pm

Location: Loker Student Union

mOcean Agency Site Visit

Meet with managers and employees and find out what it’s like to work for a leading entertainment advertising, marketing, branding, and production company with an impressive client roster in motion pictures, television, and digital media. Limited attendance with application required. Watch your ToroMail for details!

Friday, Jan. 31, 10:00 am-12:30 pm

Location: West Los Angeles

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Be Your Competitive Best in Your Next Interview. Try Interview Stream.

• Practice interviewing via webcam
• Save and review your interview with a career counselor
• Webcam available in Career Center, Whittier D360
• Your ToroMail email address is your access code.

Watch Career Spots Job Search Videos

Need quick tips on your resume, dressing for the interview, your elevator speech and more? These videos will give you the answers.

Optimal Resume

• Find templates to help you write a winning resume
• Record a video resume
• Utilize electronic portfolio software
• Establish your own website for your professional credentials
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