* CIS 481
* Summer 2011
* Extra Credit/Optional Assignment 1
* Objective:
* Prepare you for employment opportunities, interviews, networking and career advancement.
* Method:
* Take your existing resume (or create one) for review to any of the resources listed. First preference is to schedule time with someone at the Ulmer Career Services Center.
* Investigate the process for assistance with career development including any assessments available to help you identify your career interests via any type of career inventories. Ask, receive, and review materials surrounding appropriate attire, etiquette (including and not limited to email communications, introductions, thank you cards, etc), and responses to typical interview questions.
* Deliverables:
* Copy of your before resume
* Copy of your after resume
* A one page letter to the Director of the Ulmer Career Center outlining what you appreciated and items you would have liked to have seen or been exposed to and how you will apply your new knowledge
* A sample of your professional business card
* A 2 page, 12 point font, double spaced, 12 point font, 1 inch margin essay outlining what you learned during the exercise and include at least 3 items that you plan to do in the next 30, 60 or 90 days to position yourself for employment.
* Selected Resources:
* Ulmer Career Center, College of Business, University of Louisville: <http://business.louisville.edu/ulmer>
* Jewish Family Career Services, Louisville: <http://www.jfcslouisville.org/>
* Other resources including peers, recruiters, human resource professionals, etc.