

# Bellarmino Career and Professional Development Society

Final Meeting: May 17, 2016 at Lunch in Mathewson-100

# Learning Concepts

## What we covered:

- Resume Building
- Interviewing
- LinkedIn
- Vocation
- Reaching Out, Maintaining Professional Contact
- The Handshake
- Body Language
- Professional Emailing
- Myers Briggs

## What we didn't cover:

- Expressing Gratitude
- Cold Calling/Phone Calls
- Lunch/Dinner Professional Etiquette
- Making Conversation, Really Listening
- How to structure your career and prioritize different things
- Searching for jobs and internship opportunities
- *Anything else?*


## Facts and Figures

- 140+ parent and alumni supporters
- 10+ crucial career skills taught
- Meetings each Tuesday throughout the entire year
- 15+ guest speakers lecturing about their careers
- 10+ internships confirmed, others in the process
- 130+ students expressed interest in club
- 80 students, 40 volunteers at inaugural career workshop, ~30 different sessions to attend

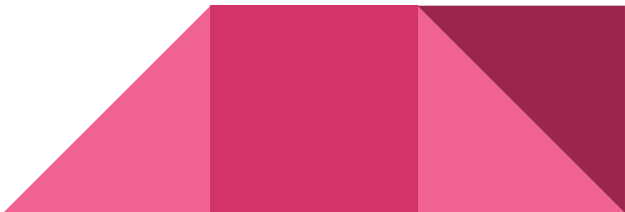
# Beginning Objectives for Next Year

- Maintain a website with career resources
- Plan and host second annual Career Workshop
- Host vocation workshop with larger number of students and volunteers
- Begin internship process in beginning of the year, develop resumes throughout, and make matches during regular hiring period
- Begin an online presence within Bellarmine to promote professional development
- Plan curriculum and guest speakers for weekly meetings and share schedule with the student body in the beginning of each semester
- Recruit more interested students from a variety of industries to improve attendance
- Provide opportunities for more students to run the club and help accomplish all of the above

# Leadership Positions

- **President:** Oversees all club operations, responsible for public image of the club, present for all meetings, events, coordinated with club moderators
  - **Vice President:** Assists President in all duties and steps in to president's role if need be
  - **Career Workshop Director:** Plans entirety of career workshop, coordinates with all guest speakers and presenters, organizes all logistics including schedules for each attendee
  - **Internship Director:** Creates opportunities by coordinating with potential alumni and parent employers, collects student resumes and provides feedback, matches students to employers, organizes process and sets guidelines
  - **Meeting Director:** Organizes all weekly meetings, sets learning curriculum and welcomes and seeks out all guest speakers
  - **Recruitment and Marketing Director:** Recruits all club members, maintains club roster, seeks to fill all club meetings and events with members, sets public image of the club through social media and on campus marketing
  - **Community Engagement Director:** Maintains database of all club contacts through alumni department, tracks engagement and interest and support across all parent and alumni supporters, develops professional working relationships with supporters
  - *Open to other positions, by suggestion in your cover letter*
- 

# The Requirements

- Passion for helping others develop their careers and develop professionally
  - Available to attend meetings each Tuesday at lunch
  - Available to attend bi-weekly leadership meetings (time TBD)
  - Available to support all CAPDS events, in attendance and in planning efforts
  - Professionalism as seen in application and in general communication—crucial that the team embodies the skills that CAPDS seeks to teach
  - Some preference given to those who have attended meetings consistently, but we will still look for the best person for the job
  - Open to creatively develop the club and its events
- 

# The Application

- Resume
  - Ideally you already have one
  - If not, it's worth building one anyway
- Cover Letter
  - Why are you interested in CAPDS?
  - What do you have to bring to the table?
  - Specifically, which position(s) are you interested in? Is there a position you would fit well into that was not one of the options, that would still benefit CAPDS?
  - How much time do you have to dedicate to CAPDS?
  - Why should we choose you for the job?
- Submit Resume and Cover Letter to Dropbox Folder:  
<http://l.chananwalia.com/e9cz4>

# Leadership Application Timeline

1. **Applications Due:** Friday, May 20 by 11:59pm
2. **Interviews (if need be):** Over the weekend and early next week, via Google Hangouts
3. **Decisions Made:** By about May 27





# Thank You

Thanks for a great year and for supporting CAPDS. Good luck with finals!