

# 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

# 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

# Thank You

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