

Career Center Services

JOB/INTERNSHIP SEARCH

- Internships, full-time jobs and employer events for ALL majors are posted at Tiger Recruiting Link (TRL), jobs.auburn.edu
- Resumes should be updated prior to posting to TRL as they must meet minimum qualifications

CAREER DIRECTION

- Explore and clarify vocational interests, personality, skills and work values
- **Assessments** can help with clarification for interview preparation and job search direction, auburn.edu/career under Student Tab
- **What Can I do with a Major in...?** lists career options for most majors
- **Career Counseling/Coaching** is available through walk-ins & appointments

RESUME/COVER LETTER WRITING

- **Career Handbook** offers samples & direction at auburn.edu/career (paper copies available in 303 Martin Hall)
- **Career Counseling/Coaching** is available through walk-ins & appointments
- **eResume** provides feedback within 48 hours - email attached resume to eresume@auburn.edu
- **TRL** is a place to post resume to pursue job / internship opportunities

INTERVIEWING SKILLS

- **InterviewStream** is software available at jobs.auburn.edu to video capture an interview for self-critique
- **Mock Interviews** are professional interview “dress rehearsals” - schedule in advance
- **Career Handbook/Tip Sheet:** Tips & sample questions at auburn.edu/career
- **Career Counseling/Coaching** is available through walk-ins & appointments



Career Leadership Series

job search and leadership development

The Career Leadership Series is a resource that equips juniors, seniors and graduate students with tools essential for an effective transition from college to career.

Participants will:

- Increase self awareness, enhance leadership skills and acquire skills necessary for career development
- Learn how to evaluate, market and communicate leadership skills to potential employers
- Facilitate a better understanding of themselves and their professional future



CLS funding provided by Target Corporation



Auburn University Career Center
303 Martin Hall | 334.844.4744
auburn.edu/career

Appointment Hours (Call 334.844.4744 to schedule):

Mon - Fri | 7:45 a.m. - 4:45 p.m. | 303 Martin Hall

Walk-in Hours:

Mon - Fri | noon - 4 PM | 303 Martin Hall

Mon - Thu | 10 AM - 1 PM | Student Center
Various days/hours in colleges (check website for hours)

For assistance in scheduling an appointment in an accessible location, please call 334.844.4744. Auburn University is an equal opportunity educational institution/employer.



Career Leadership Series

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*Need career
direction?*

self-reflection & assessment
resume & cover letter writing
interview skills
networking &
job search strategies
using social media

*It's all here...
and it's free!*

auburn.edu/career/cls



Webinars

Register at auburn.edu/career/cls

Now What? How to Choose the Right Career Wed, Oct 5 | AUSC 2218 | 2 - 3 PM

Attend this session to discuss how to find a career that fulfills these attributes: You look forward to going to work; You are doing what comes naturally to you; Your work is a natural expression of your talents and personality; A day on the job leaves you feeling energized, not burned out; You are proud of what you do; Work often feels more like play.

Seven Mistakes Job Seekers Make Online Wed, Oct 12 | AUSC 2218 | 2 - 3 PM

Through a humorous odyssey of job search blunders attend this session to discover why you should use social media for anything other than chatting with friends, how to stay on top of it all and how to use your network to find a job fast.

Five Steps to Build Your Personal Brand Wed, Oct 19 | AUSC 2218 | 2 - 3 PM

Leverage your passions, strengths, talents, and accomplishments to transition into a career that gives you meaning, purpose and inspires you. Strengthen your credibility and build visibility with people who can promote you, hire you, and introduce you to others who could potentially hire you. Stretch yourself, flex your professional muscles, and break through roadblocks to help you move your career up to the next level.

Blind Spots

Wed, Oct 26 | AUSC 2218 | 2 - 3 PM

Learn how to demonstrate a strong work ethic and obtain positive visibility in jobs as you face a post-recession business climate in your job search.

Equipping You for Exceptional Performance

Wed, Nov 2 | AUSC 2218 | 2 - 3 PM

As you experience this fast-paced and interactive seminar you will take a peak inside the minds of some of the greatest entrepreneurs and leaders of all time. Learn how to increase your earning potential; maximize your time and resources; be a more influential individual; become more self-motivated; increase the number opportunities that come your way; master your emotions in the heat of the moment; use the #1 skill for dealing with adversity; do what you love and get paid for it!

Active Interviewing

Wed, Nov 9 | AUSC 2326 | 2 - 3 PM

Research shows that it takes 16 interviews to get an offer! Learn how to use basic sales skills in your interview; build a strategy around your upcoming interview; link your background and experience to critical job requirements; tell stories about your work and college experience to prove you can do a job; and what questions you should ask to show interest and preparedness.

Pick a Career Path & Job You'll Love!

Wed, Nov 16 | AUSC 2218 | 2 - 3 PM

Attend this session to obtain the tools you need to determine which jobs and career paths will match your personality.



Seminars

Register at auburn.edu/career/cls

Developing SMART Goals

Thu, Oct 13 | AUSC 2225 | 2:30 - 3:30 PM

Goals should be specific, measurable, attainable, realistic and timely. Learn how to incorporate the SMART goal setting system into your job search.

Myers-Briggs Type Indicator Assessment

Thu, Oct 20 | AUSC 2225 | 2:30 - 3:30 PM

- Register (auburn.edu/career/cls) by Fri, Oct 14
- Take assessment by Tue, Oct 18

The MBTI assessment measures psychological preferences in how people perceive the world and make decisions. Come learn how your personality influences how you lead and how to communicate these strengths to a potential employer.

StrengthsQuest Job Search Strategies

Thu, Oct 27 | AUSC 2225 | 2:30 - 3:30 PM

- Register (auburn.edu/career/cls) by Monday, Oct 24
- Take assessment by Wednesday, Oct 26

StrengthsQuest can help you develop as a leader by:

- Increasing self-awareness in what you do well
- Deepening appreciation of others' talents
- Understanding how to form well-rounded teams
- Helping others affirm, develop and apply their talents

Building Your Professional Brand

Thu, Nov 3 | AUSC 2225 | 2:30 - 3:30 PM

Learn how to network and search for jobs using up-to-date resources like Facebook, Twitter, LinkedIn, CareerShift and Tiger Recruiting Link.

Title: Developing the Presenter in ME (Presentation & Interviewing Skills 101)

Thu, Nov 10 | AUSC 2225 | 2:30 - 3:30 PM

Learn how to build an elevator speech, use effective interview skills in a one-on-one or panel setting and how to incorporate a presentation into an interview.

Fall 2011 Semester Close-Out Gathering: "Bringing It All Together"

Thu, Nov 17 | AUSC 2225 | 2:30 - 3:30 PM

Join Career Center staff to practice skills learned through previous seminars and webinars through group activities. Appetizers and drinks will be served.