SUMMER 2006 CALENDAR

Career Workshops

All workshops are free and held in 345 Fraser Hall. Register at www.cclc.umn.edu/workshops.

Resumes and Cover Letters
Learn how to create effective resumes and cover letters that appeal to employers.

- **Wednesday** May 24: 11:15 a.m. – 12:30 p.m.
- **Thursday** June 1: 1:30 – 2:45 p.m.
- **Monday** June 19: 2:30 – 3:45 p.m.
- **Tuesday** June 27: 11:15 a.m. – 12:30 p.m.
- **Friday** July 21: 9:30 – 10:45 a.m.
- **Tuesday** July 25: 9:30 – 10:45 a.m.
- **Thursday** August 3: 2:30 – 3:45 p.m.
- **Wednesday** August 9: 1:30 – 2:45 p.m.

Job-Search Strategies
If you’re searching for jobs in the want ads, you’re not using the best job-search strategies! Learn techniques to find the right job for you.

- **Thursday** May 25: 11:15 a.m. – 12:30 p.m.
- **Tuesday** June 6: 1:30 – 2:45 p.m.
- **Monday** June 19: 2:30 – 3:45 p.m.
- **Tuesday** June 27: 11:15 a.m. – 12:30 p.m.
- **Friday** July 21: 9:30 – 10:45 a.m.
- **Tuesday** July 25: 9:30 – 10:45 a.m.
- **Thursday** August 3: 2:30 – 3:45 p.m.
- **Wednesday** August 9: 1:30 – 2:45 p.m.

Effective Interviewing
Want to feel confident in your interviews for jobs, internships or graduate school? Learn how to present yourself to potential employers or schools, and how to find a good match for you.

- **Wednesday** May 31: 9:30 – 10:30 a.m.
- **Tuesday** June 20: 11:15 a.m. – 12:15 p.m.
- **Monday** July 10: 2:30 – 3:30 p.m.
- **Tuesday** August 1: 1:30 – 2:30 p.m.

Info Sessions

Community Engagement Scholars Program
We offer frequent Info Sessions about this program so you can learn what it’s all about! For dates and to register, see ‘Info Sessions’ at www.cclc.umn.edu/workshops. Find more info about the Scholars Program on the back of this page.

National Student Exchange (NSE)
NSE allows you to study off-campus in the U.S.! Learn more or get help applying for NSE at one of our Info Sessions. For dates and to register, go to www.cclc.umn.edu/workshops. Learn more about NSE on the back of this page.

CLA Mentor Program
Apply between May 1 and September 22, 2006
The Mentor Program gives CLA sophomores, juniors and seniors a chance to gain real-world perspective. You’ll develop career direction by connecting with a mentor in a profession that interests you. For details and application instructions, see www.cclc.umn.edu/mentorprogram.

CLA Undergraduate Internship Grant
Apply by Wednesday, June 28 at 4:30 p.m.
CLA offers $1,200 grants to its undergrads participating in unpaid internships. Apply for one if you’re planning an internship this summer! Four general grants are awarded, in addition to special awards. For details and application instructions, see www.cclc.umn.edu/students/clagrant.

Opportunities

Visit the CCLC Resource Room in 135 Johnston Hall!
Our Resource Room is full of information about majors, internships, grad school, careers and the job search. Stop by to browse, or to get individual help (like resume critiques) from our Peer Advisors.

CCLC Resource Room and office hours:
Monday to Friday, 8 a.m. to 4:30 p.m.

Sign up for a Career Course
Earn credit while figuring out your future! These 2-credit courses offer guidance about majors, careers, and the job search. For details, talk to your advisor or CCLC. To register, go to ‘Interdepartmental Study’ in the U Class Schedule.

**ID 1201: Career Exploration**
Aimed at Freshmen and Sophomores

**ID 3201: Career Planning**
Aimed at Juniors and Seniors

Career and Community Learning Center offices:
CLA Career Services: 135 Johnston Hall, 612-624-7577
Service-Learning, Community Involvement, Off-Campus Study: 345 Fraser Hall, 612-626-2044

College of Liberal Arts

University of Minnesota

The University of Minnesota is an equal opportunity educator and employer. This material is available in alternate formats upon request. Please contact CCLC at 612-624-7577.
What is CCLC?

CCLC’s two offices provide key services to University of Minnesota students:

1) We are the Career Services office for College of Liberal Arts students.
2) We are the Service-Learning and Community Involvement office for ALL students.
3) We are the domestic Off-Campus Study office for ALL students.

Individual Assistance
CCLC can help you choose a major, or explore careers related to any CLA major. Stop by 135 Johnston Hall, where a Peer Advisor can point you to information about majors, internships, careers and grad school, provide you with individual assistance, or help you schedule an appointment with one of CCLC’s professional career counselors.

Resume and Cover Letter Critiques
Get individual help with your resume or cover letter by bringing a draft to 135 Johnston Hall. No appointment necessary!

Recommendation Letter Service
This is a great resource for anyone applying to grad schools. We track and store your letters of recommendation, then send them to your designated schools. The $30 fee includes 3 mailings. For more info see www.cclc.umn.edu/recfiles or call 612-624-7577.

Mock (Practice) Interviews
Would you like to practice for a job or grad school interview? We offer practice interviews and valuable feedback. Call CCLC at 612-624-7577 to schedule an appointment.

On-Campus Recruiting for CLA Students
CCLC’s on-campus recruiting events allow you to network with employers without leaving campus! It’s a great way to improve your job-search skills and find a job or internship that’s right for you. See www.cclc.umn.edu/OCR for more info.

GoldPASS: Job and Internship Listings
Check out the U’s new job database, GoldPASS! It lists all kinds of jobs, internships and volunteer positions, and allows you to post your resume for employers. See http://goldpass.umn.edu.

National Student Exchange (NSE)
Want to study in another part of the U.S. or Canada for a semester or a year? NSE allows you to study at another school while paying in-state tuition and earning credit. To learn more: Attend an Info Session, visit 345 Fraser Hall, call 612-626-2044, or see www.offcampusstudy.umn.edu.

Off-Campus Study in the Twin Cities: HECUA
HECUA allows you to study in the Twin Cities area while focusing on social justice issues. Each program is a semester-long, 16 credit-course featuring classroom studies, field work and an internship. The programs offered are Environmental Sustainability, City Arts, and Metro Urban Studies Term. Learn more at www.offcampusstudy.umn.edu/HECUA.

Community Engagement Scholars Program
This CCLC program offers official university recognition for public service. It’s a great way to explore your interests and expand your education while making a difference in the community. Open to all degree-seeking undergrads at the University of Minnesota, Twin Cities. For more information, see www.servicelearning.umn.edu/cesp, call 612-626-2044, or attend an Info Session (see back of this page).

Interest and Personality Inventories
These tests ($15) help you assess your personality and interests, then connect them to majors or careers that would be a good fit for you. Take the test online, then meet with a career counselor to review the results. See www.cclc.umn.edu/inventories for more info, or stop by 135 Johnston Hall to set up an appointment.

Recommendation Letter Service
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Service-Learning Classes
Earn credit while doing good! These courses directly link classroom study to work in the community. CCLC cultivates partnerships with faculty and local organizations to develop a diverse array of classes each semester. Find info and class listings at www.servicelearning.umn.edu.

Volunteer Opportunities and Advising
CCLC advises students who want to volunteer at organizations outside the University. We’ll help you find an opportunity that matches your interests and goals! For more info, visit 345 Fraser Hall or see www.cclc.umn.edu/volunteer.