



Are you eager to find a job?

Do you want to improve your professional skills?

Career Development and Professional Communication

Course offers:

- ✓ Weekly in-person Sessions
- ✓ Interactive Learning
- ✓ Individual Review Sessions
- ✓ Skill Based Instruction



COURSE INTRODUCTION

STARTS ON 01/12/2023

This course is designed to help students build professional skills along with a foundation for exploring self-knowledge and careers. Activities will include self-assessments, self-reflections, preparation of professional documents, interview practice and networking supported by workshops and in-class discussions.

REGISTER NOW >



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CONTACT CAREER@CLARKSON.EDU OR SSC@CLARKSON.EDU FOR MORE INFORMATION



CAREER DEVELOPMENT

PROFESSIONAL COMMUNICATION

Session 1: Tues 3:00-4:15pm

Session 2: Thus 1:00-2:15pm

Module 1: Getting to Know You

WEEK

01/08

WEEK

01/15

Module 2: Majors & Career Exploration

Module 3: Transferable Skills

WEEK

01/22

WEEK

01/29

Module 4: Cover Letters & Elevator Pitch

Module 5: Building a Resume

WEEK

02/05

WEEK

02/12

Module 6: Career Fair

Module 7: LinkedIn & Networking

WEEK

02/26

WEEK

03/05

Module 8: Interview Prep

Module 9: Dealing With Rejection & Stress

WEEK

03/19

WEEK

03/26

Module 10: Evaluating Employers

Module 11: Skill Assessment

WEEK

04/02

WEEK

04/09

Module 12: Negotiating Offers

Module 13: Work Place Professionalism

WEEK

04/16

WEEK

04/23

Module 14: Career Portfolio

2023

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