

GRADNEWS

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Upcoming Events

Fall 2005

Building Your Razorback Résumé Grad Student: Specializing

Some recommendations from the Career Center as you work on your graduate degree:

- Find a faculty mentor
- Explore career possibilities
- Review résumé
- Develop a vita
- Create 30 second commercial
- Attended conferences
- Join professional associations
- Develop network in field
- Schedule mock interview
- Observe interview process of campus search committees.
- Attend university-sponsored workshops/training sessions
- Post résumé on eRecruiting
- Respond to calls for proposals
- Present at conferences
- Publish if possible

OCTOBER:

- 7 FIRST FRIDAY WALK-IN RÉSUMÉ/VITA REVIEWS
- 19 DIVERSITY IN THE WORKPLACE TRAINING
- 20 DIVERSITY IN THE WORKPLACE TRAINING

NOVEMBER:

- 4 FIRST FRIDAY WALK-IN RÉSUMÉ/VITA REVIEWS
- 7 GRADUATE AND PROFESSIONAL SCHOOL PLANNING SEMINAR
- 10 NETWORKING ETIQUETTE TRAINING
- 17 EMPLOYMENT OPPORTUNITIES ABROAD

DECEMBER:

- 2 FIRST FRIDAY WALK-IN RÉSUMÉ/VITA REVIEWS
- 2 HOLIDAY OPEN HOUSE

JANUARY:

- 23 SUMMER CAMP/SUMMER JOB FAIR

For more information on these events, go to: <http://career.uark.edu/events.asp>



WHAT'S THE DIFFERENCE BETWEEN A RÉSUMÉ AND A CURRICULUM VITA (CV)?

Résumé

Highlight of experiences, skills, & education

Usually less than 3 pages
Used for positions "in the field"
Can be chronological or functional

Vita

Comprehensive account of experiences, skills, education, publications, presentations, and research

No page limit
Used for academic and research positions
Usually chronological

For more information about resumes see: <http://career.uark.edu/students/resumes.asp>. To schedule an appointment to review your résumé or vita, please call 575.2805.

Professional Development Institute—Recruiting the Best

The Professional Development Institute is a new comprehensive program sponsored by the University of Arkansas Career Development Center that will help enhance student professionalism and empower students to present themselves effectively as candidates for employment or for graduate and professional schools.

Through the Professional Development Institute students will participate in many types of workshops to improve their professional image and communication skills. The Institute will help to students to connect with future employers by providing networking and leadership opportunities. Each student will have a personal career coach to guide him or her to develop professional self-awareness through career exploration and a combination of seminars and events attended.

Students will have the opportunity to participate in diversity, networking, financing, and interviewing workshops. By becoming a part of the Professional Development Institute, students will improve their professional image while they work toward achieving their professional and educational goals. Graduate students are encouraged to apply.

Contact Jami Forrester at jamifor@uark.edu or see <http://career.uark.edu/students/pdi.asp> for more information.