1. **Discover Your Strengths**

*Learn about majors made for you and the jobs that go with them*

* Who should go: All students who need to choose a major or learn about careers related to the major they have chosen
* What will be covered: Using the Focus 2 instrument as a tool to learn more about the majors and careers that fit your interests, skills, values and personality
* Why this is important: Many graduates will spend 5 of every 7 days at work. Liking what you do and engaging with your work can make the difference between happiness and just getting by

1. **The Best Time to Prepare Your Resume is Now**

*At any time in your journey at ETSU, the very best time to start your resume is right now*

* Who should go: All students who need a resume or want to have a better one
* What will be covered: How to design and write a resume that has impact and helps generate interviews
* Why this is important: Getting the job you want is competitive, and a resume is often your first communication with a prospective employer. It will affect whether you are selected for an interview

1. **Learn About Work by Doing It**

*Know your options for experiential learning*

* Who should go: All students interested in internships or other career related work experiences
* What will be covered: Experiential learning opportunities at ETSU, who to talk with and how to get started
* Why this is important: Students who engage in experiential education are often hired more quickly at higher salaries. This is especially true for students who complete internships

1. **What Do Employers Want, Anyway?**

*How and why career development begins in your freshmen year and continues for a lifetime*

* Who should go: All students
* What will be covered: The soft skills and understanding of job-related data technology that employers are looking for, based on recent surveys and studies; how to develop these skills and how to use them in your search
* Why this is important: An understanding of skills that employers view as most important is essential to success in finding a good job and continuing to move forward in your career

1. **Thinking of Grad School?**

*Know what you want and learn how to get in*

* Who should go: All students who will be applying for graduate school
* What will be covered: Locating universities and graduate programs of interest; researching programs to find ones that match your goals; completing application material on schedule; preparing for entrance exams; writing a strong application essay, and communicating with program faculty
* Why this is important: Like a job search, success in graduate admissions requires planning, research, focus and energy

1. **Looking for a Job**

*Here’s how to pack for the journey*

* Who should go: All students who will be searching for employment
* What will be covered: What you need to plan, research, prepare and do to take control of your job search
* Why this is important: If you don’t know where you want to go and how to get there, there is a fairly good chance you will end up in the wrong place

1. **Be a Star on Social Media**

*Using social media in your job search*

* Who should go: All students
* What will be covered: How to promote and protect yourself on popular social media sites
* Why this is important: For many career fields, a social media presence is expected and whether you expect it or not, most employers search social media for information about applicants

1. **Be a Career Fair Hero**

*Go prepared and put it to work for you*

* Who should go: All students who may attend a career fair (it’s a good idea)
* What will be covered: Understanding what career fairs are for; how to dress; what to bring; how to prepare for good conversations with recruiters; how to follow up with organizations that interest you, and how to turn your career fair contacts into employment opportunities
* Why this is important: Knowing how to work a career fair can lead to a real job

1. **Am I Being Interviewed?**

*Get ready for phone calls, group chats, meeting the boss, or whatever happens*

* Who should go: All students
* What will be covered: Types of interviews; dress; importance of first impressions; interview questions; giving good answers; things to avoid, participating in the conversation and follow-up
* Why this is important: It takes time, work and focus to get an interview for a good job. It takes preparation and insight to succeed when you get there

1. **Need to Speed Up Your Job Search?**

*Slow down a little and network with people who can help you*

* Who should go: All students
* What will be covered: Networking to find the job you want; different approaches to networking; how to generate contacts and grow your network; how you can help others
* Why this is important: Networking is by far the best path to employment