

Hours and Resources

Resume & Cover Letter Drop-in Hours

Monday through Friday: 2:30–4:30 p.m.

Individual Appointments

Call 717-337-6616 to schedule, or request an appointment online on our website www.gettysburg.edu/career.

Group Sessions Available

Contact Career Development to arrange a personalized session for your club, team, or class.

Student Employment

Looking for a job on-campus?

Login to GettysburgWorks to search for available on-campus jobs. Select Jobs-GettysburgWorks and look for "Position Type: Gettysburg College Office/Department."

Opportunities Knock@ Gettysblog

Follow our new blog for career-related insights, advice, and information at <http://blog.career.sites.gettysburg.edu/>

Center for Career Development

53 West Stevens Street
Campus Box 425
Gettysburg, PA 17325

717-337-6616
career@gettysburg.edu
www.gettysburg.edu/career



Gettysburg College
Center For
Career
Development

Spring 2017 Workshops

Your Career Plan

- **Resume Roadtrip**
Build your resume and cover letter now!
 - **Monday, January 30, 5-7 p.m.**
Musselman Library
 - **Tuesday, February 28, 5-7 p.m.**
CUB Lobby and CUB 126
 - **Wednesday, March 8, 5-7 p.m.**
Jaeger Center
- **Job and Internship Fair**
March 2, 11:30 a.m.-1 p.m.
CUB Ballroom

Your Professional Development

Workplace Skills seminars led by alumni and other experts.

- **Networking Prep Sessions**
February 9, 12:15 p.m. and 4 p.m.
Breidenbaugh 209
Get tips and brush up on your networking skills prior to the Senior Class Career Networking Reception.
- **Phone Interview Skills**
March 28, 4-5 p.m.
Glatfelter 001
Learn what interviewers are looking for from a telephone interview. Get tips from real employers and recruiters.
- **Excel for the Workplace – The Basics**
March 31, 12-1 p.m.
Glatfelter 11 (computer lab)
Excel is listed as one of the top skills that employers need. Even if you aren't a business student (or especially if you are not!), this workshop gives you some basics to build upon. Certificate will be awarded if both sessions are attended. **Sign up is mandatory** (email cbain@gettysburg.edu).
- **Advanced Excel for the Workplace**
April 7, 12-1 p.m.
Glatfelter 11 (computer lab)
Excel is listed as one of the top skills that employers need. Even if you aren't a business student (or especially if you are not!), this workshop goes beyond the basics. Certificate will be awarded if both sessions are attended. **Sign up is mandatory** (email cbain@gettysburg.edu).
- **Your First Job**
April 12, 12-1 p.m.
Weidensall 402
Learn how to evaluate employee benefits and perks.

Special Interest Sessions

- **How Do I Pay for Law School?**
February 2, 12-1 p.m.
Science 200

Internationalizing Your Resume – How to Effectively Market Your Study Abroad Experience to Employers

February 24, 12-1 p.m.

Dining Room 19

From your Study Abroad experience, define intercultural skills that employers value and incorporate them into your job/internship search strategy.

- **Government Series in February**
Panel Discussion; Application Process and Federal Government Resume; What it is like to work for the Government (watch the Center for Career Development Website for more information).
- **Finishing Touch**
March 23, 4-6 p.m.
Specialty Dining
Networking Reception including stations highlighting finances, social media and your identity, dining and social etiquette, establishing a new residence and safety, personal and professional grooming, and continuing education.

Get Experience/ Build Your Network

- **Spring Immersion Trip: Nutrition**
February (watch our website for more information).
- **May Immersion Trip: Food Industry**
Week of May 15th (watch our website for more information).



- **One-Week Externships: Summer 2017**
Applications available in February; Resume required.

Internships: Summer 2017

An internship is a short-term work and learning experience in a professional workplace environment. Check with your respective academic department about their internship policy/deadlines and register your experience via the student center!

Individual/Group Services

- **Student Employment Services**
Your one-stop shop for campus and community employment.
- **Individual Career Coaching Sessions**
Call or go online to request an appointment.
- **Specialized Workshops for Your Club, Organization, or Class**
- **Daily Drop-in Hours:**
2:30–4:30 p.m., Monday–Friday
- **On-Campus Recruiting**
Check GettysburgWorks for employers and dates.

Resources You Need

- GettysburgWorks and the NACELink Network – on- and off-campus job and internship listings.
- Internships.com and Internships USA; Goinglobal, Vault, Candid Careers, Career Beam – all found on the CCD website at www.gettysburg.edu/career.