

Develop Professional Skills

Workplace Skills seminars led by alumni and other experts:

- **Resume 101**
August 29, 5-7 p.m., 53 West Stevens Street (next to Public Safety)
Stop by the Center for Career Development for delicious grilled cheese sandwiches and have your resume and/or cover letter reviewed.
- **Basic Excel for the Workplace (2 sessions to choose from)**
September 7, 12-1 p.m., Glatfelter 11
September 14, 7-8 p.m., Glatfelter 201
Excel is listed as one of the top essential skills that employers seek in candidates. This interactive workshop will teach you how to work with Excel spreadsheets, formulas, sorting and filtering data, etc. A Certificate of Completion will be awarded if you attend both the Basic and Advanced workshop! Sign up is MANDATORY (email cbain@gettysburg.edu).
- **Advanced Excel for the Workplace (2 sessions to choose from)**
September 21, 12-1 p.m., Glatfelter 11
September 28, 7-8 p.m., Glatfelter 201
This advanced interactive workshop is part of a series. You will learn advanced skills such as how to create pivot tables, present summary information, etc. A Certificate of Completion will be awarded if you attend both the Basic and Advanced workshop! Sign up is MANDATORY (email cbain@gettysburg.edu).

Get Experience/ Build Your Network

- **Part-Time Job Fair: Local & On-Campus Opportunities**
August 30, 11:30 a.m-1 p.m.
CUB Lobby
- **Job and Internship Fair: Open to ALL majors & class years!**
October 12, 11:30 a.m-1 p.m.
CUB Ballroom
- **Winter Break Career Immersion Trip – Florida**
Learn first-hand about brand marketing, management, and strategy. Watch our website for dates and applications.
- **One-Day Job Shadow Program**
September 26, 12:15 p.m., CUB 260
September 27, 4 p.m., CUB 260
Learn the benefits from shadowing an alum or parent in the workplace during winter break, as well as how to apply.
- Check the CCD website and Career Bulletin throughout the semester for special alumni speakers and panels.

By helping students build self-awareness, develop professional skills, and articulate their professional story, as well as providing access to lifelong mentoring and the Gettysburg Network, the Center for Career Development works with every student to create and implement an individualized career plan and have a successful career launch.

Start your career plan today. Schedule a meeting with a career counselor or attend an upcoming career event.

Individual/Group Services

- **Specialized Workshops for Your Club, Organization, or Class**
- **On-Campus Recruiting**
Check GettysburgWorks for employers and dates.

Online Resources You Need

- GettysburgWorks and the NACElink Network: on- and off-campus job and internship listings
- Indeed.com and Internships USA
- GoinGlobal, Vault, Candid Careers, Career Beam: All found under the Resources & Programs tab on the CCD website: www.gettysburg.edu/career

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.

RSVP Online

Pre-register for CCD events through your GettysburgWorks account or by contacting our office.

Student Employment Services

Looking for a job on-campus?

Your one-stop shop for campus employment. Login to GettysburgWorks to search for employment opportunities. Select Jobs -GettysburgWorks and look for "Position Type: Gettysburg College Office/Department."

Opportunities Knock@ Gettysblog

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

Contact Information

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