



December 2009

**University of California,
Berkeley**
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| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|-----------|--|--|---|--|-----------|-----------|
| | | 1 Orientation 12:00-1:00 | 2 | 3 Career Management 1:00-4:00 | 4 | 5 |
| 6 | 7 | 8 Résumé Development 10:00-12:00 | 9 | 10 Communication 10:00-12:00 Job Search Strategies 2:00-4:00 | 11 | 12 |
| 13 | 14 Social Networking 10:00-12:00 | 15 Résumé Critique 2:00-4:00 | 16 | 17 Interviewing 10:00-1:00 | 18 | 19 |
| 20 | 21 | 22 | 23 Holiday Energy Curtailment | 24 | 25 | 26 |
| 27 | 28 Holiday Energy Curtailment | 29 | 30 | 31 | | |

Orientation
December 1, 12:00-1:00

Phase 1: Getting Ready
Workshop #1:
Career Management
Thursday, December 3
1:00-4:00

Phase 2: Marketing Tools
Workshop #2:
Session 1-Résumé Development
Tuesday, December 8
10:00-12:00
Session 2-Résumé Critique
Tuesday, December 15
2:00-4:00
Workshop #3:
Communication: Cover Letters,
Email, Internet & Phone Protocol
Thursday, December 10
10:00-12:00

Phase 3: Marketing Yourself
Workshop #4:
Job Search Strategies
Thursday, December 10
2:00-4:00
Workshop #5:
Social Networking
Monday, December 14
10:00-12:00
Workshop #6
Interviewing
Thursday, December 17
10:00-1:00