



November 2009

**University of California,
Berkeley**
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Sun	Mon	Tue	Wed	Thu	Fri	Sat	Orientation
1	2	3 Orientation 12:00-1:00	4	5 Career Management 1:00-4:00	6	7	November 3, 12:00-1:00
8	9	10 Résumé Development 10:00-12:00	11	12 Communication 10:00-12:00 Job Search Strategies 2:00-4:00	13	14	Phase 1: Getting Ready <i>Workshop #1:</i> Career Management Thursday, November 5 1:00-4:00
15	16	17 Résumé Critique 2:00-4:00	18	19 Interviewing 10:00-1:00	20	21	Phase 2: Marketing Tools <i>Workshop #2:</i> Session 1-Résumé Development Tuesday, November 10 10:00-12:00 Session 2-Résumé Critique Tuesday, November 17 2:00-4:00 <i>Workshop #3:</i> Communication: Cover Letters, Email, Internet & Phone Protocol Thursday, November 12 10:00-12:00
22	23	24 Social Networking 10:00-12:00 Job Club 2:00-4:00	25	26 <i>HOLIDAY</i>	27 <i>HOLIDAY</i>	28	Phase 3: Marketing Yourself <i>Workshop #4:</i> Job Search Strategies Thursday, November 12 2:00-4:00 <i>Workshop #5:</i> Social Networking Tuesday, November 24 10:00-12:00
29	30						<i>Workshop #6</i> Interviewing Thursday, November 19 10:00-1:00 Job Club Tuesday, November 24 2:00-4:00