



**BUNKER HILL COMMUNITY COLLEGE PRESENTS**

# **Steps to Success: Career Planning Series**

The Career Center and the Office of Advising/Counseling, are pleased to announce the **STEPS TO SUCCESS** Fall Series 2011. The Steps to Success is a series of free workshops focusing on choosing a major, writing your resume, and interviewing skills. Each workshop has limited space, so preregistration is encouraged. Students can register for any workshop either by calling the Career Center at 617-228-2245 or stopping by room M101.

## **PREPARING YOURSELF FOR THE JOB INTERVIEW**

An interview is your time to shine. It is an opportunity for you to articulate to a prospective employer why he/she should hire you. This session will help you learn:

- The resources and strategies you should utilize to maximize your job search
- How to prepare yourself before the interview and what to expect from the interview process
- What commonly asked questions employers will ask you
- What questions you should or should not ask an employer
- How you can get the most out of talking to an employer on campus or at a Job Fair
- How to utilize BHCC Career Center to select and plan for your career and job search

**Wednesday, October 19th @ 11:30 am in Room B215**

## **CHOOSING YOUR MAJOR**

Are you confused about choosing a major?  
Do you need help finding a career that is right for you?  
Do you want to learn more about specific occupations and career fields? At this workshop will help you learn:

- How to determine what is important to you, and how BHCC programs of study relate to your career interests
- How to explore and evaluate different career options & occupations
- How to select a program of study that's right for you and develop a personalized plan of action to help you achieve your goals
- How to utilize the BHCC Career Center to select and plan for your career

**Tuesday, October 25th @ 5:30 pm in Room B206A**  
**Thursday, December 1st @ 3:00 pm in Room B206A**

## **WRITING YOUR RESUME**

How should you market your skills and experience to a potential employer? At this workshop you will learn:

- The resume format and style that employers prefer
- Resume "do's and don'ts"
- How to write an effective cover letter
- How to effectively promote your academic, co curricular and professional experience
- How to utilize the BHCC Career Center to select and plan for your career and job search

**Wednesday, September 28 @ 11:30 am in Room B215**

**Thursday, October 6 @ 3:30 pm in Room B215**

**Wednesday, October 12 @ 11:30 am in Room B206A**

**Monday, October 17 @ 5:30 pm in Room B206A**

**Thursday, October 20 @ 3:30 pm in Room B206A**

**Wednesday, October 26 @ 11:30 am in Room E232**

**Thursday, November 3 @ 3:30 pm in Room E232**

