

Staff Career Development



We are here to help you reach your potential!

Join us for classes or one-on-one consulting appointments.

Summer offerings include:

Resumes & Cover Letters - 6/18 at 1:00 p.m.

Preparing to Interview - 7/24 at 3:00 p.m.

NEW! Career Consulting Satellite Hours - 5/15, 6/6, & 7/19
from 11:00 a.m. - 1:00 p.m.

Career Consulting Appointments

Staff can request to meet individually with Training & Development Career Consultants to review application materials or discuss strategies for interviewing, networking and job seeking.

Register and request appointments at training.uga.edu.

Resumes and Cover Letters

Tuesday, June 18, 1:00 p.m. - 2:30 p.m.

Do you frequently counsel others about resumes and cover letters or are you worried your own resume may be stuck in the past? Make sure your resume is current, polished and professional, and projecting a modern employee ready to solve today's challenges. An introduction to cover letters will be included.

Preparing to Interview

Wednesday, July 24, 3:00 p.m. - 5:00 p.m. Learn strategies to prepare for your next interview and gain insight into what employers are looking for in an ideal candidate. Market your strengths, address your challenges and practice answering common interview questions. Finally, discuss the steps you need to take after an interview to make the most of your opportunity to expand your network and enhance your career.

NEW! Career Consulting Satellite Hours

May 15 at the Science Learning Center near Einstein Bagels

June 6 at the Miller Learning Center near Jittery Joes

July 19 at the Main Library near Einstein Bagels

Training and Development career consultants will be available from **11:00 a.m. to 1:00 p.m.** to quickly review resumes, cover letters, or application materials or discuss other career development topics in different locations around campus this summer. Registration is not required for drop in hours, but if you need more than 15 minutes, you may want to schedule an individual one hour career consultation appointment to ensure all of your questions are answered.



Training & Development
UNIVERSITY OF GEORGIA