UGA Staff: Commit to your potential!
Polish your skills or learn how to help others prepare for new opportunities by attending a class or requesting a one-on-one consultation appointment. Spring classes include:

- Resumes & Cover Letters (2/5)
- Preparing to Interview (3/6 & 5/2)
- Networking for Your Career (4/11)

Register online at training.uga.edu.
Resumes and Cover Letters
Tuesday, February 5, 3:00 p.m. - 4:30 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. This material is also covered in a NEW online format. You can access it at training.uga.edu.

Preparing to Interview
Wednesday, March 6, 3:00 p.m. - 4:30 p.m. or Thursday, May 2, 5:15 p.m. - 7:15 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.

Networking Lunch-and-Learn
Thursday, April 11, 12 p.m. - 1 p.m.
Are you interested in meeting new people and exploring other ways to serve the University? Bring your lunch and learn how to be more effective in your position, research opportunities for advancement and gain new experience through in-person and virtual networking and conducting informational interviews. We'll discuss how you can lay the foundation for a meaningful experience that will expand your network and enhance your career.