

# Instant Messenger

A Career Services Center Publication

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### Need the CSC Job Listings Password?

User name: **joblist**  
Password: **marlinjobs**

FOCUS-2 Assessments  
Access code: **marlins**

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**February 25, 2009**  
10:00 a.m.-4:00 p.m.  
Greater Richmond Convention Center  
403 North 3rd Street, Richmond, VA

Over 100 employers are expected to participate. For more information, contact CSC in Batten Center, Ste 220. To pre-register and post your resume online, visit: [www.collegetocareerfair.com](http://www.collegetocareerfair.com)

C2C: COLLEGE to CAREER FAIR 2009 is hosted by The Greater Richmond Chamber and endorsed by the VFIC Career 15 Program

## Happening on February Tuesdays Get Ready for the C-2-C Fair!

### Tuesday, February 3, 9-11 am **Career 15 Commuter Breakfast**

Commuter students are invited to meet CSC staff in **Batten Center Hub Lounge** for your choice of coffee, tea or hot chocolate; orange juice, and assorted mini-muffins. Obtain information about the C2C Fair, Career Services spring workshops: graduate school, resume & cover letter writing, interviewing, and more.

### Tuesday, February 17

#### **Interviewing Skills Workshop**

Learn how to make the best possible impression on your next interview. Increase your chances of receiving that coveted job offer. Learn about interviewing styles and how to answer a recruiter's questions.

Location: Batten 228

### Tuesday, February 10, 11 am **Resume Writing Workshop**

Get your resume polished and ready for the College to Career Fair. Learn how to translate classroom leadership projects, volunteer work, club and organization participation, part-time jobs and more into the marketable skills and experience that employers are seeking.

Location: Batten 228

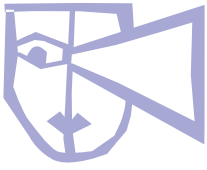
### Tuesday, February 24

#### **Business Etiquette Workshop**

Learn about basic "do's & don'ts" of business protocol: office relationships, cell phone manners, business & social luncheons and get-togethers, attire for various occasions, importance of your "FaceBook" content, and more.

Location: Batten 228





# The Semester at a Glance

## Spring 2009

### Spring Workshop Series

#### RESUME WRITING

TUESDAY, FEBRUARY 10, 11:00 A.M.  
BATTEN CENTER, ROOM 228

#### INTERVIEWING SKILLS

TUESDAY, FEBRUARY 17, 11:00 A.M.  
BATTEN CENTER, ROOM 228

#### BUSINESS ETIQUETTE SKILLS

FEBRUARY 24, 11:00 A.M.  
BATTEN CENTER, ROOM 228

#### SENIOR S.O.S.

THURSDAY, MARCH 26, 11:00 A.M.  
PEARCE HOSPITALITY SUITE, BATTEN

#### CHOOSING A MAJOR

TUESDAY, MARCH 31, 11:00 A.M.  
BATTEN CENTER, ROOM 228

### Mock Interviews

All students at all class levels are invited to participate in these practice interview sessions.

A career counselor will conduct your interview, and at its conclusion will offer a critique of areas in which you might improve your skills.

This is an excellent means to alleviate the apprehensions that often accompany a "first" interview.

Available times are:

Wednesday, April 15, 9 a.m.-12 noon  
or Friday, April 17, 1-4 p.m.  
Come to CSC to reserve your spot NOW!!!

ODU'S M.S.ED. HIGHER EDUCATION  
PROGRAM PRESENTS

#### CAREERS IN HIGHER EDUCATION

THURSDAY, FEBRUARY 19  
11:00-11:50 A.M.

PEARCE HOSPITALITY SUITE, BATTEN

### Business & Social Etiquette Dinner

Thursday, February 19, 2009; 5:00-7:00 p.m.  
Princess Anne Room of Boyd Dining Center

Maximum seating of 12

RSVP Now! Call 455-3337 or [ljhines@vwc.edu](mailto:ljhines@vwc.edu)

Only the first 12 to register will be able to attend.

\$10 deposit to hold your seat (will be refunded at the dinner).

#### CAREERS IN THE SPORTS INDUSTRY

##### A CAREER PROFESSIONALS PANEL

THURSDAY, FEBRUARY 26  
11:00-11:50 A.M.

PEARCE HOSPITALITY SUITE, BATTEN

### And the Winner is. . .Alisha Pittman '09!

On December 5th a winning ticket was drawn from the **Career 15 Fall Raffle** entries. Alisha Pittman won a **\$200 Ann Taylor Gift Card for Interview Attire**. Watch for a picture of Alisha in an upcoming issue of "Instant.Messenger." We thank all of you who participated in our raffle. Keep a lookout for announcements of more **Career 15** career enhancement opportunities throughout the semester.

