

Workshops

CO-OP / INTERNSHIP & JOB-SEARCH STRATEGIES Go after the position you've always wanted! There are many ways to find the right position for you! Maximize NKU resources including HireNKU, career fairs, on-campus interviews, and more! Gain tips for using social media and learn how to sign up for co-op/internship credit.

Tues., January 29	4:30 – 5:30 pm	University Center 135
Wed., February 6	4 – 5 pm	University Center 135
Tues., March 5	3:30 – 4:30 pm	University Center 135

RESUMES & COVER LETTERS Get employers' attention with your resume and cover letter! Learn how to organize your resume, describe your experiences, and write a customized cover letter. After attending, come to walk-in hours for one-on-one advice.

Wed., January 30	4 – 5 pm	University Center 135
Tues., February 12	4:30 – 5:30 pm	University Center 135
Wed., February 20	5 – 6 pm	University Center 135
Tues., April 9	3:30 – 4:30 pm	University Center 135

Walk-in Hours:

Ideal for resume reviews and quick questions!

Mon.: 3:30 – 5:30 pm
 Wed.: 9 – 11 am
 Thurs.: 2:30 – 4 pm
 UC 225

Career Expo Prep Extended Walk-in Hours:

Feb. 22, 26: 1 – 4 pm
 Feb. 25: 2:30 – 5:30 pm

INTERVIEWING TECHNIQUES Show employers that you're the one to hire! Learn common questions, how to prepare your answers, and ways you can impress interviewers. Hear tips for video and phone interviews. After attending, call us to schedule a mock interview for personalized feedback or use InterviewStream practice technology 24/7 via our website.

Tues., February 5	4:30 – 5:30 pm	University Center 135
Mon., February 18	4 – 5 pm	University Center 135
Tues., April 2	3:30 – 4:30 pm	University Center 135

PLANNING FOR GRADUATE / PROFESSIONAL SCHOOL Discover how you can identify and apply to graduate/professional schools. Presented with an expert from NKU's Office of Graduate Education.

Mon., March 25	4 – 5 pm	University Center 335
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Spring Career Fairs

CAREER EXPO 2019 Explore full-time and co-op/internship opportunities with 125+ employers at the largest career fair of the year. ALL STUDENTS & MAJORS WELCOME! See Career Services website for details. Download the Career Fair Plus app! Dress professionally; bring resumes and your ALL CARD.

Wed., February 27	2 – 5 pm	Student Union, First Floor
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SOUTHWEST OHIO / NORTHERN KENTUCKY EDUCATION CAREER FAIR Meet with school system representatives seeking teacher candidates and interview with those in which there is mutual interest. See the Career Services website for details. Dress professionally; bring resumes and your ALL CARD. (Check-in 8:30-9:30 am; Networking Session 9:30-11:30 am; Interviews 12:30 – 5 pm)

Tues., March 19	8:30 am – 5 pm	Cintas Center, Xavier University
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TEACHER CAREER FAIR Meet with school and district representatives seeking teacher candidates for full-time positions and candidates for future student teachers. Sophomores, juniors, seniors, graduate students, and recent alumni all encouraged to attend! See the Career Services website for details. Dress professionally; bring resumes and your ALL CARD.

Mon., April 29	3 – 4:30 pm	University Center, 2 nd & 3 rd Floor Lobbies
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Northern Kentucky University | UC 225, Highland Heights, KY 41099 | nku.edu/careerservices | 859-572-5680

Hours: M: 8:15 am – 6 pm; T – F: 8:15 am – 4:30 pm

How can Career Services help me?

Learn about yourself, explore career options, make career decisions, and put your plans into action. We are here to help with your career-related needs at every step of your college career.

- We can assist you with choosing a major through one-on-one career advising appointments, the FOCUS 2 assessment, and our Career Development course: CEP 101.
- We can help you with finding a co-op/internship, planning for graduate school, or finding your first full-time professional position.
- We teach skills in resume writing, interviewing, and job-search strategies.
- We connect you with employers through career fairs, on-campus interviews, and the online HireNKU job-posting database.



Location:

University Center 225

Spring 2019 Hours:

Mon.: 8:15 a.m.-6 p.m.

Tues., Wed., Thurs., Fri.: 8:15 a.m.-4:30 p.m.

Walk-in Career Advising (15 minutes for resume reviews and brief questions):

Mon.: 3:30-5:30 p.m.

Wed.: 9-11 a.m.

Thurs: 2:30-4 p.m.

Career Advising Appointments:

Call 859-572-5680

Website:

nku.edu/careerservices



When:

Wed., February 27, 2019, 2-5 p.m.

Where:

Student Union First Floor

What:

- Full-time and co-op/internship opportunities
- 125+ employers
- Bring resumes and your ALL CARD
- Dress professionally
- Coat/bag check available
- Free professional headshots during event
- Download the Career Fair Plus app!

How:

- Have your **resume** reviewed during our walk-in hours or by appointment. Bring multiple copies of your resume to the fair.
- **Dress professionally** (suit is best, but business casual is acceptable - no old jeans, t-shirts, caps, tennis shoes, etc.).
- Watch videos to prepare at: <https://inside.nku.edu/careerservices/students/careerexpo.html>

Who:

You! Employers are coming to Career Expo to meet NKU students like you. Even if you are only interested in a few of the organizations, it is still worth your time to attend.



HireNKU Student Guide

Access at:

<https://inside.nku.edu/careerservices/students/HireNKU.html>

HireNKU allows you to access:

- Full-time, part-time, and internship/co-op postings
- Over 4,000 employer contacts
- Schedules for on-campus interviews with employers
- Lists of organizations attending upcoming career fairs and events, plus event details
- PLUS, employers can use HireNKU to search for you!

Steps for getting started in HireNKU:

- At first log in, complete your profile and upload your resume
- See suggested jobs and access helpful links from the dashboard

To search for career-related opportunities:

- Click on **Co-op/Internship/Job Search**; click **Job Search**
- Use search features to narrow your results
- Click on **job title** to see description and instructions for applying

To update account preferences or documents:

- Click on **My Profile**; click on **Profile Summary**
- Read each section; click edit to make changes; save
- Click on **My Profile**; click on **Resumes, Cover Letters** or **Additional Documents**
- Click Add New; browse to find your document; save

Learn more about **career fairs/events/workshops**; research **employers**; sign-up for **on-campus interviews**—all in HireNKU!

If you have any trouble logging in to HireNKU, contact Career Services.