Career Development
Information Sessions

These sessions are free to the community as a service from Doane College.

February 15, 2014
Doane College - Omaha campus
4020 South 147th Street, Omaha NE 68137

Space is limited and registration is required.
To register go to www.doane.edu/omaha.

See below for session times • Attend all three sessions or pick and choose

Resume Development • 8:30—10:00
Your resume should be the best possible representation of you on paper. Does that describe your resume? Are you familiar with the three different styles of resumes and when to use them? Do you understand how (and why) to tweak your resume for every position you apply for? Do you know how to present information to get you past the screening systems and into an interview? Bring a hard copy of your resume to this session, and you'll start to see resumes in a whole new light.

Compelling Cover Letters • 10:15—11:00
Cover letters: challenging to write, and yet so important to your job search success. This session will help you understand when to write a cover letter, what it should contain, and why it's so important. We'll include a discussion on thank you letters as well.

Exceptional Interviews • 11:15—12:15
It's your moment to shine...everything you say and do will have an impact on the impression you make. Do you feel ready to put your best foot forward? You only have one chance to make the first impression. This session will give you information to help improve your interview skills.

For more information contact:
Susan Rocker
Director of Career Development
susan.rocker@doane.edu

Or call the Omaha campus at 402-891-6600