



CAREER DEVELOPMENT & STUDENT EMPLOYMENT Services and Programs

SERVICES

Career Counseling*:

Walk-in or appointment meetings on career planning, job search strategies, and graduate/professional school applications.

Practice Interviews:

Role play to gain hands-on interview experience and tips on improving delivery of responses.

sece Job Database:

Part-time university, non-university, cooperative education, internship, federal work study and full-time opportunities listing.

Job Skills Workshops:

Presentations on crafting a resume and cover letter and preparing for the interview.

Credential Files:

Depository for letters of recommendation that are used primarily for graduate/professional school applications.

Resource Library:

Career planning, occupational information, international careers, job search strategies, and graduate application resources and handouts.

Resume, Cover Letter, & Personal Statement Assistance:

Feedback on application documents for employment, cooperative education, internship and graduate school.

*Meet with a counselor:
M/T: 8am-4pm | W: 12pm-4pm | Th: 8am-12pm

JOB PROGRAMS

University Student Employment:

Part-time jobs on campus provide convenient work locations and flexible hours.

Federal Work Study:

Part-time jobs on campus or with community service organizations allowing students to earn money's awarded through financial aid.

Non-University Student Employment & Full Time:

Part-time & full-time jobs with organizations ranging from small businesses to international corporations.

Employer Internship & Career Recruitment:

Career talk sessions and on-campus interviews arranged for employers recruiting UHM candidates for internship and/or full-time career opportunities.

Cooperative Education (Co-op)/Internships:

Part-time positions to gain practical, real-world experience in student's academic major while attending school.

EVENTS

Workshops:

- Career Fair Preparation
- Resume and Cover Letter
- Interview Preparation

Fall Career Fair:

Tuesday, October 25, 2011

Grad & Law Schools Fair:

Tuesday, November 29, 2011

*For more information about these and other upcoming events visit cdse.hawaii.edu

Career Development & Student Employment

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