



SAINT MICHAEL'S COLLEGE

OFFICE OF CAREER DEVELOPMENT

Fall 2009 Semester Workshops

Call 654-2547 for more information

or visit us on the web at www.smcvt.edu/career

- Tuesday
September 8 **SENIOR ACCOUNTING MAJORS WORKSHOP:** The accounting firms begin recruiting in 7 days. This is a great way to familiarize yourself with the fall recruiting process. Find out what you need to do to be prepared—you don't have much time!
4:00 – 5:00 pm Alliot Vermont Room Ingrid Peterson
- Wednesday
September 9 **RESUMÉ WORKSHOP:** All students will need a resumé at some time in the future (internships, on-campus recruiting, full-time employment, summer jobs, graduate schools). Learn the basics of resumé writing. **PLEASE NOTE: Students MUST attend a resumé workshop before meeting with a career counselor for an initial resumé appointment.**
4:30 – 5:30 pm Alliot Vermont Room Chris Clary
- Thursday
September 10 **KAPLAN INFORMATION TABLE:** Stop by to learn how to prepare for exams for graduate school admissions. More information on their Web site at www.kaplan.com.
11:00 am – 1:00 pm Alliot Lobby Donna Atwater
- Saturday
September 12 **KAPLAN PRACTICE TESTS:** Kaplan Testing Services will hold FREE practice tests for the GRE, GMAT, MCAT, and LSAT. Students **must** sign up to participate – registration is through the Kaplan e-mail. Please send 1/ your name, 2/ address, 3/ phone (cell or landline), 4/ test you want to take (GRE, GMAT, MCAT or LSAT), and 5/ your year of graduation to gpo_burlington@kaplan.com. Kaplan will present an overview of each test followed by a practice exam. Results will indicate students' areas of strength and those areas that may require further study prior to taking the actual tests. There is NO OBLIGATION to purchase Kaplan products or services. This is a terrific opportunity to get a baseline test score and to understand effective study techniques prior to paying to take these exams (The GRE is \$150; the GMAT is \$250; the MCAT is \$225, and the LSAT is \$132). If you are contemplating graduate school, you are encouraged to talk with a Kaplan representative and enroll for free testing.
9:30 am – 4:00 pm St. Ed's Lobby & Classrooms Donna Atwater
- Tuesday
September 15 **SUGARBUSH INFORMATION TABLE:** Please stop by the table to learn about seasonal employment opportunities.
11:00 am – 1:00 pm Alliot Lobby Donna Atwater
- Tuesday
September 15 **MACY'S INFORMATION TABLE:** A Macy's representative will be here to talk about employment opportunities in Burlington.
11:00 am – 1:00 pm Alliot Lobby Donna Atwater
- Tuesday
September 15 **RESUMÉ, COVER LETTER, PDS & TRANSCRIPT DEADLINE FOR SENIOR ACCOUNTING MAJORS:**
KPMG
www.kpmg.com
"Big 4" accounting firm. Colchester, Vermont office recruiting. These are primarily audit positions. In addition to submitting a resumé, you will need a cover letter, *and* you must also complete and submit a Personal Data Sheet (PDS) available in the Office of Career Development in Klein. Also, by the deadline, you need to complete an online application at www.kpmgcampus.com/reg
4:00 pm ipeterson@smcvt.edu Ingrid Peterson

- Wednesday
September 16
INTERVIEWING SKILLS WORKSHOP: Get a head start on your interviews for employment, internships, and graduate schools. Learn the spoken and unspoken ways to succeed in landing job offers. Highly recommended for all students.
4:00 – 5:00 pm Alliot Vermont Room Ingrid Peterson & Donna Atwater
- Thursday
September 17
RESUMÉ & TRANSCRIPT DEADLINE FOR SOPHOMORE, JUNIOR, & SENIOR ACCOUNTING MAJORS:
Gallagher Flynn
www.gfc.com
Accounting and business consulting firm based in Burlington, Vermont. Accounting sophomores, juniors, and seniors interested in either a 2010 tax season internship or a full-time position after graduation should apply. We have several alumni working there. An unofficial transcript is also required. Please email your resumé to ipeterson@smcvt.edu. You can either scan and email your transcript to the same address or drop it off at the Office of Career Development in Klein.
4:00 pm ipeterson@smcvt.edu Ingrid Peterson
- Thursday
September 17
RESUMÉ WORKSHOP: All students will need a resumé at some time in the future (internships, on-campus recruiting, full-time employment, summer jobs, graduate schools). Learn the basics of resumé writing. **PLEASE NOTE: Students MUST attend a resumé workshop before meeting with a career counselor for an initial resumé appointment.**
4:30 – 5:30 pm Alliot Vermont Room Donna Atwater
- Thursday
September 17
SMUGGLERS' NOTCH INFORMATION TABLE: Find out about seasonal, recreational job opportunities.
11:00 am – 1:00 pm Alliot Lobby Ingrid Peterson
- Friday
September 18
SIGN-UP DEADLINE FOR PRACTICE INTERVIEWS: Practice interviews to be held on September 22nd. You must sign up and drop off your resumé to participate; spaces are limited.
4:00 pm Office of Career Development Donna Atwater
- Friday
September 18
MATH CAREERS PANEL: This panel discussion will feature perspectives of several Saint Michael's mathematics alumni who are using their liberal arts degrees quite differently. The panelists will offer advice to students about expectations in various career fields. There will be opportunity for questions and discussion with the panelists after their initial remarks.
5:00 – 6:00 pm Farrell Room Prof. George Ashline
- Monday
September 21
PART-TIME JOBS INFORMATION TABLE: Stop by to learn about local off-campus job opportunities.
11:15 am – 1:00 pm Alliot Lobby Donna Atwater
- Monday
September 21
RESUMÉ WORKSHOP: All students will need a resumé at some time in the future (internships, on-campus recruiting, full-time employment, summer jobs, graduate schools). Learn the basics of resumé writing. **PLEASE NOTE: Students MUST attend a resumé workshop before meeting with a career counselor for an initial resumé appointment.**
4:00 – 5:00 pm Alliot Vermont Room Chris Clary
- Tuesday
September 22
PRACTICE INTERVIEWS: Meet with local professionals for interviewing practice and feedback. **Advance sign-up (by Friday, September 18th) is required. DO NOT DELAY – spaces are limited!**
3:00 – 7:00 pm Office of Career Development Donna Atwater
- Tuesday
September 22
RESUMÉ DEADLINE FOR SENIOR ACCOUNTING MAJORS:
McSoley & McCoy
www.cpavt.com
South Burlington, Vermont-based accounting firm. Please email your resumé to ipeterson@smcvt.edu. Great opportunities!
4:00 pm ipeterson@smcvt.edu Ingrid Peterson

- Tuesday
September 22
- RESUMÉ & TRANSCRIPT DEADLINE FOR SENIOR ACCOUNTING MAJORS:**
Davis & Hodgdon Associates, CPAs
www.jda-cpa.com
A Williston, Vermont firm with services in the areas of Accounting and Auditing, Business Consulting and Planning, Tax Preparation and Planning, Retirement Planning, and Accounting Software Installation. Please email your resumé to ipeterson@smcvt.edu. You can either scan and email your transcript to the same address or drop it off at the Office of Career Development in Klein.
4:00 pm ipeterson@smcvt.edu Ingrid Peterson
- Wednesday
September 23
- RECEPTION FOR SOPHOMORE, JUNIOR & SENIOR ACCOUNTING MAJORS:**
Gallagher Flynn
www.gfc.com
Burlington, Vermont-based accounting firm will host a reception for accounting majors interested in Spring 2010 tax internships and full-time positions after graduation.
6:00—8:00 pm Gallagher Flynn Ingrid Peterson
77 College Street
Burlington Office
- Thursday
September 24
- RESUMÉ & TRANSCRIPT DEADLINE FOR SENIOR ACCOUNTING MAJORS:**
Tyler, Simms & St. Sauveur
<http://www.tss-cpa.com>
Lebanon, New Hampshire-based accounting firm—second largest firm in the area. Please email your resumé to ipeterson@smcvt.edu. You can either scan and email your transcript to the same address or drop it off at the Office of Career Development in Klein.
4:00 pm ipeterson@smcvt.edu Ingrid Peterson
- Thursday
September 24
- GRADUATE SCHOOL WORKSHOP:** If you are considering graduate school, NOW is the time to prepare your application. Find out about exams, requirements, and get help identifying the right schools for you.
4:30 – 5:30 pm Alliot Vermont Room Donna Atwater
- Thursday
September 24
- RECRUITING SOCIAL FOR JUNIOR & SENIOR ACCOUNTING MAJORS:**
Johnson Lambert & Co. LLP
www.jlco.com
Attend this reception to learn more about this accounting firm with a specialization in the insurance industry. Burlington, Vermont office recruiting. All senior accounting majors are welcome and juniors interested in externships & internships. Many of their full-time hires come from their externship & internship program.
6:00 – 7:30 pm Johnson Lambert & Co. LLP Ingrid Peterson
1 Lawson Lane (behind
American Flatbread)
Burlington
- Monday
September 28
- GRADUATE SCHOOL FAIR:** Interested in graduate school at some point in the future? Visit the graduate school fair to get information about programs and applications. Over 25 schools with a wide variety of majors will be in attendance.
11:00 am – 1:00 pm Alliot Lobby Donna Atwater
- Monday
September 28
- RECRUITING SOCIAL FOR SENIOR ACCOUNTING MAJORS:**
KPMG
For pre-selected candidates.
5:00 – 7:00 pm KPMG Ingrid Peterson
Colchester Office
356 Mountain View Drive
#400

- Monday
September 28
PEACE CORPS PRESENTATION: Learn more about opportunities with the Peace Corps. Information on timelines, the application process, the two-year commitment, and talk with a Peace Corps Returnee.
5:30 – 6:30 pm Alliot Vermont Room Ingrid Peterson
- Tuesday
September 29
RESUMÉ WORKSHOP: All students will need a resumé at some time in the future (internships, on-campus recruiting, full-time employment, summer jobs, graduate schools). Learn the basics of resumé writing. **PLEASE NOTE: Students MUST attend a resumé workshop before meeting with a career counselor for an initial resumé appointment.**
4:00 – 5:00 pm Alliot Vermont Room Ingrid Peterson
- Tuesday
September 29
RESUMÉ & TRANSCRIPT DEADLINE FOR SENIOR ACCOUNTING MAJORS:
Kittell, Branagan & Sargent
www.kbscpa.com
A St. Albans, Vermont-based accounting firm. We have a number of alumni at this firm. Please email your resumé to ipeterson@smcvt.edu. You can either scan and email your transcript to the same address or drop it off at the Office of Career Development in Klein.
4:00 pm ipeterson@smcvt.edu Ingrid Peterson
- Tuesday
September 29
PRELAW PANEL: Preparation for law school, including the application process and LSAT. A panel of local attorneys will speak about their experiences.
5:30 – 7:00 pm Farrell Room Chris Clary & Prof. Traci Griffith
- Wednesday
September 30
NON-ACADEMIC INTERNSHIP INFORMATION: Interested in an internship experience, but don't need academic credit or can't commit to 15 hours per week? Learn about other internship opportunities available through the Office of Career Development.
4:00 – 4:30 pm Alliot Vermont Room Donna Atwater
- Wednesday
September 30
RECEPTION FOR SENIOR ACCOUNTING MAJORS:
McSoley, McCoy & Co.
4:00 – 6:00 pm Burlington Country Club Ingrid Peterson
568 S Prospect St.
Burlington, VT
- Thursday
October 1
ROTATIONAL ANALYST TRAINING PROGRAM: If you are interested in the position listed below, please **submit a resume to Ingrid at ipeterson@smcvt.edu by Thursday, October 1st at 4:00 pm.**
- *****
- Keefe, Bruyette & Woods, Inc. (“KBW”) is the largest full-service investment bank that specializes exclusively in the financial services sector. Founded in 1962, our firm is recognized as a leading authority for financial services companies. KBW's focus includes banking companies, insurance companies, broker/dealers, mortgage banks, asset management companies and specialty finance firms. Our firm has established industry-leading positions in the areas of research, corporate finance, mergers and acquisitions and sales and trading for financial services companies.
- We are currently looking for qualified candidates to join our Rotational Analyst Training Program. This program consists of four rotations through our industry leading Research, Equity Sales, Equity Trading, and Fixed Income departments. Each rotation would last three months and upon successful completion of the program, the candidate will be permanently assigned to one of the four departments within KBW. The successful candidate will be hard-working, analytical, and able to communicate effectively both orally and in writing. A Bachelor's Degree is required.
- KBW offers an outstanding benefits package including Firm-paid medical coverage, profit sharing opportunities, and stock purchase plans.
- EOE
(<http://www.kbw.com/> for more information) **NYC office recruiting.**
4:00 pm ipeterson@smcvt.edu Ingrid Peterson

- Monday
October 5
- SENIOR ACCOUNTING MAJOR INTERVIEWS:**
McSoley, McCoy & Co.
www.cpavt.com
Interviews for pre-selected candidates.
TBD Office of Career Development Ingrid Peterson
- Monday
October 5
- NEW YORK STATE CONSERVATION POLICE INFORMATION TABLE:** Learn about opportunities to work with a police force that focus their efforts on Environmental Conservation Law (ECL) enforcement although they are empowered to enforce all laws of the state of New York. Their mission encompasses two broad enforcement areas: fish & wildlife and environmental quality.
10:00 am – 2:00 pm Alliot Lobby Ingrid Peterson
- Monday
October 5
- RESUMÉ & TRANSCRIPT DEADLINE FOR SENIOR ACCOUNTING MAJORS:**
Baker, Newman & Noyes
www.bnncpa.com
Portland, Maine and Manchester, New Hampshire-based accounting firm. Please email your resumé to ipeterson@smcvt.edu. You can either scan and email your transcript to the same address or drop it off at the Office of Career Development in Klein. We have alums working at this firm.
4:00 pm ipeterson@smcvt.edu Ingrid Peterson
- Monday
October 5
- GRADUATE SCHOOL WORKSHOP:** If you are considering graduate school, NOW is the time to prepare your application. Find out about exams, requirements, and get help identifying the right schools for you.
4:30 – 5:30 pm Farrell Room Donna Atwater
- Tuesday
October 6
- SENIOR ACCOUNTING MAJOR INTERVIEWS:**
Davis & Hodgdon Associates, CPAs
Pre-selected candidates.
TBD Office of Career Development Ingrid Peterson
- Tuesday
October 6
- RESUMÉ & TRANSCRIPT DEADLINE FOR SENIOR ACCOUNTING MAJORS:**
Caturano & Co.
<http://www.caturanoandcompany.com>
Boston, Massachusetts-based accounting firm. Please email your resumé to ipeterson@smcvt.edu. You can either scan and email your transcript to the same address or drop it off at the Office of Career Development in Klein.
4:00 pm ipeterson@smcvt.edu Ingrid Peterson
- Wednesday
October 7
- RESUMÉ WORKSHOP:** All students will need a resumé at some time in the future (internships, on-campus recruiting, full-time employment, summer jobs, graduate schools). Learn the basics of resumé writing. **PLEASE NOTE: Students MUST attend a resumé workshop before meeting with a career counselor for an initial resumé appointment.**
4:00 – 5:00 pm Alliot Vermont Room Chris Clary
- Wednesday
October 7
- RESUMÉ, COVER LETTER & TRANSCRIPT DEADLINE FOR SENIOR ACCOUNTING MAJORS:**
Johnson & Lambert & Co. LLP
www.jlco.com
Accounting firm with a specialization in the insurance industry. Burlington, Vermont office recruiting. Offices up and down the east coast and in Illinois. Please email your resumé and cover letter to ipeterson@smcvt.edu. You can either scan and email your transcript to the same address or drop it off at the Office of Career Development in Klein. The resumé deadline for juniors for January externships is November 12—please see the calendar on that date for more information on externships for Juniors.
4:00 pm ipeterson@smcvt.edu Ingrid Peterson

- Thursday
October 8
- SENIOR ACCOUNTING MAJOR INTERVIEWS:**
Tyler, Simms & St. Sauveur
Pre-selected candidates.
TBD Office of Career Development Ingrid Peterson
- Thursday
October 8
- RESUMÉ & TRANSCRIPT DEADLINE FOR SENIOR ACCOUNTING MAJORS:**
WTAS
www.wtas.com
Boston, Massachusetts-based accounting firm specializing in full-service individual and business entity tax compliance and consulting. Offices around the country. Please also submit an unofficial transcript. Please email your resumé to ipeterson@smcvt.edu. You can either scan and email your transcript to the same address or drop it off at the Office of Career Development in Klein.
4:00 pm ipeterson@smcvt.edu Ingrid Peterson
- Friday
October 9
- SIGN-UP DEADLINE FOR CAREER SYMPOSIUM AND BUSINESS NETWORKING MIXER:**
See descriptions for these events on October 16 & 17 below. To sign up, email Aline deLaricheliere at events@smcvt.edu or call 802.654.2953
4:00 pm events@smcvt.edu Aline deLaricheliere
- Wednesday
October 14
- UVM FALL 2009 CAREER FAIR:** Full-time, part-time, co-op, and internship opportunities in a broad range of career fields geared toward students of all majors. Bring several copies of your resumé and wear business attire.
2:00 – 5:00 pm Davis Student Center, Main Street
Maple Ballroom, 4th Floor Burlington, VT
- Thursday
October 15
- RESUMÉ WORKSHOP:** All students will need a resumé at some time in the future (internships, on-campus recruiting, full-time employment, summer jobs, graduate schools). Learn the basics of resumé writing. **PLEASE NOTE: Students MUST attend a resumé workshop before meeting with a career counselor for an initial resumé appointment.**
12:00 – 1:00 pm Alliot Vermont Room Ingrid Peterson
- Thursday
October 15
- RESUMÉ & TRANSCRIPT DEADLINE FOR SENIOR ACCOUNTING MAJORS:**
Novogradac & Company LLP
www.novoco.com
A national certified public accounting and consulting firm with a major emphasis in the real estate sector. Boston office recruiting—has offices nationwide. Please email your resumé to ipeterson@smcvt.edu. You can either scan and email your transcript to the same address or drop it off at the Office of Career Development in Klein.
4:00 pm ipeterson@smcvt.edu Ingrid Peterson
- Friday
October 16
- SENIOR ACCOUNTING MAJOR INTERVIEWS:**
Caturano & Co.
Interviews for pre-selected candidates.
TBD TBD Ingrid Peterson
- Friday
October 16
- CAREER SYMPOSIUM:** Join us for the opportunity to learn valuable skills from Saint Michael's alumni. This two-day event will kick off with keynote speaker Jim Wall, SMC Class of 74, Global Manager of Human Resources for Deloitte Touche Tohmatsu followed by presentations on advancing your career and networking strategies. Business casual attire suggested.
3:00 – 5:45 pm Green Mountain Dining Room Career Staff

- Friday
October 16
BUSINESS NETWORKING MIXER: Here's your chance to make a good first impression. Learn the fine points of business networking while meeting Saint Michael's alumni from a variety of fields and enjoying mocktails and hors d'oeuvres. Business attire is required. **All classes are welcome.** Event is free, but space is limited. **You must sign up by 4 pm on Oct. 9 to attend.** To sign up, email Aline deLaricheliere at events@smcvt.edu or call 802.654.2953
6:15 – 7:30 pm Pomerleau Alumni Center Marilyn Cormier & Career Staff
- Saturday
October 17
CAREER SYMPOSIUM: Alumni from a wide variety of career fields continue to share their insights on effective resumes, interviewing, job search strategies, and specific career fields through workshops and panel presentations. Don't miss this priceless opportunity to develop that competitive edge. Business casual attire suggested. **Pre-registration for the workshops is required by 4 pm on Oct. 9.** To sign up, email Aline deLaricheliere at events@smcvt.edu or call 802.654.2953
10:00 am – 3:00 pm St. Ed's 101, St. Ed's 102, Career Staff, Alumni Board, Alumni and Parent Relations
St. Ed's 104, Chera y 101
- Monday
October 19
PEACE CORPS INFORMATION TABLE: A Peace Corps representative will provide information on volunteer opportunities around the world. Please stop by anytime or check them out at www.peacecorps.gov.
11:00 am – 1:00 pm Alliot Lobby Ingrid Peterson
- Monday
October 19
PEACE CORPS PRESENTATION: Learn more about opportunities with the Peace Corps. Information on timelines, the application process, the two-year commitment, and talk with a Peace Corps Returnee.
5:30 – 6:30 pm Alliot Vermont Room Ingrid Peterson
- Tuesday
October 20
INTERVIEWING SKILLS WORKSHOP: Get a head start on your interviews for employment, internships, and graduate schools. Learn the spoken and unspoken ways to succeed in landing job offers. Highly recommended for all students.
4:00 – 5:00 pm Alliot Vermont Room Ingrid Peterson & Donna Atwater
- Wednesday
October 21
LIBRARY CAREERS PANEL: Interested in a career that encourages knowledge sharing, research, the development of resources and materials, and respect for the free flow of ideas? A panel of library professionals will share their experiences in this dynamic and diverse career field.
4:30 – 5:30 pm Farrell Room Chris Clary
- Friday
October 23
SENIOR ACCOUNTING MAJOR INTERVIEWS:
WTAS
Interviews for pre-selected candidates.
TBD TBD Ingrid Peterson
- Monday
October 26
VERMONT 3.0 – INNOVATION JAM: The Innovation Jam will bring Vermont's most innovative companies together to provide career advice to people seeking rewarding, Vermont-based jobs. The day will also include an "Invent Yourself" program featuring talks and exhibits by some of Vermont's most successful entrepreneurs. Bring copies of your resumé and dress professionally.
ALL MAJORS WITH AN INTEREST IN CREATIVE TECHNOLOGY CAREERS
10:00 – 6:00 pm Sheraton Conference Center Career Staff
- Tuesday
October 27
TAKE THE WORK OUT OF NETWORKING: People keep telling you that networking is the best way to find a job, but do you know what to do to network effectively? Join us for Networking 101 and jump start your job search with these great tips!
4:00 – 4:30 pm Alliot Vermont Room Ingrid Peterson

- Thursday
October 29
RESUMÉ WORKSHOP: All students will need a resumé at some time in the future (internships, on-campus recruiting, full-time employment, summer jobs, graduate schools). Learn the basics of resumé writing. **PLEASE NOTE: Students MUST attend a resumé workshop before meeting with a career counselor for an initial resumé appointment.**
4:30 – 5:30 pm Alliot Vermont Room Chris Clary
- Thursday
October 29
SIGN-UP DEADLINE FOR PRACTICE INTERVIEWS: Practice interviews to be held on November 2nd. You must sign up and drop off your resumé to participate; spaces are limited.
4:00 pm Office of Career Development Donna Atwater
- Monday
November 2
CHAMPLAIN COLLEGE INTERNSHIP FAIR: Here's your chance to meet face to face with organizations that are seeking interns for spring semester 2010. Bring copies of your resumé, reference list, and course schedule for spring. Finally, remember to dress to impress. Info: careerservices@champlain.edu or 860-2720.
2:00 – 5:00 pm IDX Student Life Building Champlain College Career Staff
Hauke Lounge
- Monday
November 2
PRACTICE INTERVIEWS: Meet with local professionals for interviewing practice and feedback. **Advance sign-up (by Thursday, October 29th) is required.** DO NOT DELAY – spaces are limited!
3:00 – 7:00 pm Office of Career Development Donna Atwater
- Wednesday
November 4
CASTLETON FALL CAREER & GRADUATE SCHOOL FAIR: Employers and graduate schools from around the Northeast. Visit their Web site at www.castleton.edu/careers/careerfair.htm or call the Castleton Career Office at 802.468.1339.
11:00 am – 2:00 pm Glenbook Gymnasium Castleton State College, VT
- Thursday
November 5
SERVICE & NON-PROFIT FAIR: Interested in service or working for a non-profit organization after graduation? Thinking about an internship? This is a great opportunity to talk with representatives about these kinds of opportunities. More than fifteen organizations will be represented.
11:00 am – 1:00 pm Alliot Lobby Ingrid Peterson & Heidi St. Peter
- Monday
November 9
PEACE CORPS INFORMATION TABLE: A Peace Corps representative will provide information on volunteer opportunities around the world. Please stop by anytime or check them out at www.peacecorps.gov.
11:00 am – 1:00 pm Alliot Lobby Ingrid Peterson
- Monday
November 9
RESUMÉ WORKSHOP: All students will need a resumé at some time in the future (internships, on-campus recruiting, full-time employment, summer jobs, graduate schools). Learn the basics of resumé writing. **PLEASE NOTE: Students MUST attend a resumé workshop before meeting with a career counselor for an initial resumé appointment.**
12:00 – 1:00 pm Alliot Vermont Room Donna Atwater
- Monday
November 9
BRAND YOURSELF: Evan Watson from Brand-Yourself.com will demonstrate how you can capture the attention of employers by building a powerful web presence. <http://brand-yourself.com>
4:00 – 5:00 pm Hoehl Welcome Center Chris Clary
- Tuesday
November 10
PEACE CORPS PRESENTATION: Learn more about opportunities with the Peace Corps. Information on timelines, the application process, the two-year commitment, and talk with a Peace Corps Returnee.
5:30 – 6:30 pm Alliot Colchester Room Ingrid Peterson
- Wednesday
November 11
STUDY ABROAD RETURNEES WORKSHOP: Weave your international experience and skills into your resumé, job search, and interviews.
4:30 – 5:30 pm Klein Commons Career Staff & Peggy Imai

Thursday November 12	<p>RESUMÉ & COVER LETTER DEADLINE FOR JUNIOR ACCOUNTING MAJORS: Johnson & Lambert & Co. LLP www.jlco.com Accounting firm with a specialization in the insurance industry. Burlington, Vermont office recruiting for externships on January 7 & 8, 2010. Offices up and down the east coast and in Illinois. Please email your resumé and cover letter to ipeterson@smcvt.edu. 4:00 pm ipeterson@smcvt.edu Ingrid Peterson</p>
Monday November 30	<p>PEACE CORPS INFORMATION TABLE: A Peace Corps representative will provide information on volunteer opportunities around the world. Please stop by anytime or check them out at www.peacecorps.gov. 11:00 am – 1:00 pm Alliot Lobby Ingrid Peterson</p>
Monday November 30	<p>PEACE CORPS PRESENTATION: Learn more about opportunities with the Peace Corps. Information on timelines, the application process, the two-year commitment, and talk with a Peace Corps Returnee. 5:30 – 6:30 pm Alliot Vermont Room Ingrid Peterson</p>
Wednesday December 2	<p>RESUMÉ WORKSHOP: All students will need a resumé at some time in the future (internships, on-campus recruiting, full-time employment, summer jobs, graduate schools). Learn the basics of resumé writing. PLEASE NOTE: Students MUST attend a resumé workshop before meeting with a career counselor for an initial resumé appointment. 4:00 – 5:00 pm Alliot Vermont Room Ingrid Peterson</p>

GENERAL INFORMATION

The Office of Career Development is located in the Klein Building and is open from 8:00 am to 12:00 noon and 1:00 to 4:30 pm M - F. In addition to the workshops listed, the Office of Career Development offers a variety of ongoing services to Saint Michael's students, including:

Career Planning: Individual meetings with career counselors, Chris Clary, Donna Atwater, and Ingrid Peterson, by appointment. Call 654-2547 or stop by to make an appointment.

Resumé Preparation: By appointment for students who have attended a resumé workshop.

Full-time, Part-time, and Summer Job Listings: Job openings in the greater Burlington area, as well as national and international listings. Check our postings in the career library.

Non-academic Internships: Non-academic internship listings are available in the Office of Career Development.

Career Library: A wide variety of informational resources on careers, job search, and graduate school programs.

Major Selection Advising: For students needing help in deciding on their college major.

Focus V2: A computerized career guidance program.

In addition to the Office of Career Development, the Office of Personal Counseling is also located in the Klein Building. Linda Hollingdale, Julia Wick and Dave Kells are available to meet with you by appointment. Call 654-2547 or stop by to make an appointment.