

**Otterbein University**  
**Center for Career & Professional Development**  
**Fall 2017 Events**

**September 2017**

**\*Cocoa & Careers, Wednesday, September 6, 9:00-9:30am, CCPD**

Stop by for free hot chocolate, treats, info about CCPD resources and upcoming events!

**\*OutSTANDing Resumes, Wednesday, September 6, 12:30-1:00pm, CCPD**

Explore the basics of resume development. We will discuss appropriate resume content, formatting, and what you can do to make your resume STAND out.

**Nestle Quality Assurance Center Info Session, Wednesday, September 6, 4:30-5:30pm, Science 237**

Prior to the visit to the Nestle Quality Assurance location, representatives will be on campus to provide information about the company and internship opportunities.

Quality assurance and product safety are core business principles at Nestlé and the Nestlé Quality Assurance Center (NQAC) is responsible for ensuring that all Nestlé products are safe and that the highest product safety is delivered to Nestlé's customers. NQAC's world class microbiological and food chemistry laboratories provide comprehensive testing services to all Nestlé factories, suppliers, and co-manufacturers in North America in order to ensure this quality assurance and product safety mission is continuously reached.

**\*Major & Career Exploration, Thursday, September 7, 12:30-1:00pm, Library 118**

This session will provide an overview of resources available to you from the CCPD and Center for Student Success. You will learn about practical steps you can take all four years to graduate on time and achieve your post-Otterbein goals! *Co-sponsored by the Center for Student Success*

**\*Internship & Job Search Strategies, Wednesday, September 20, 11:30am-Noon, Chapel**

Thinking about internships? Getting ready to start your job search? This session will discuss resources for identifying opportunities and how to remain organized throughout the process.

**Fall CareerFest, Friday, September 22, 10:00 am-2:00pm, Huntington Convention Center, Cleveland**

Meet with representatives from a variety of organizations to discuss internship and entry-level opportunities.

Advanced registration available at [www.otterbein.edu/career](http://www.otterbein.edu/career).

**\*Cardinal Directions-Social Sciences, Wednesday, September 27, 6:00-7:15pm, Campus Center PDRs 1, 2 & 3**

From clinical psychology to non-profit management, opportunities in the social sciences are seemingly endless! Hear about opportunities and career paths from organizational representatives. Be ready to ask questions and network!

**\*OutSTANDing Cover Letters, Thursday, September 28, 12:30-1:00pm, CCPD**

Learn about the basics of writing a cover letter and how to STAND out from the crowd.

**\*FYE Approved**

**Cardinal Directions: Nestle Quality Assurance Center, Friday, September 29, 10:00am-Noon, Dublin, OH**  
Quality assurance and product safety are core business principles at Nestlé and the Nestlé Quality Assurance Center (NQAC) is responsible for ensuring that all Nestlé products are safe and that the highest product safety is delivered to Nestlé's customers. NQAC's world class microbiological and food chemistry laboratories provide comprehensive testing services to all Nestlé factories, suppliers, and co-manufacturers in North America in order to ensure this quality assurance and product safety mission is continuously reached. This two hour field trip to Nestlé's Dublin location will provide an overview of available opportunities and tour of their facility. **Advanced registration required at [www.otterbein.edu/career](http://www.otterbein.edu/career).**  
**Deadline to apply is Friday, Sept. 22<sup>nd</sup>.**

## **October 2017**

### **\*Career Competencies: Teamwork, Monday, Oct. 2, 10:00-11:00am, Chapel**

An increasing number of employers are seeking graduates that are career ready and exhibit specific competencies in the workplace. Some of these competencies include critical thinking, leadership, and intercultural fluency. Students employed on campus are invited to hear from corporate trainers on how to capitalize on your student employment experience and become career ready.

### **Mentorship Kick-Off, Tuesday, October 3, 6:00-7:30pm, Fisher Gallery & Roush 114**

Second year students will hear more about the Cardinal Connections Mentoring program and participate in a speed networking session prior to be paired with their mentors. *By invitation only.*

### **\*Cocoa & Careers, Wednesday, October 4, 9:00-9:30am, CCPD**

Stop by for free hot chocolate, treats, info about CCPD resources and upcoming events!

### **\*Graduate School Search, Wednesday, October 4, 12:30-1:00pm, Roush 213**

Find out how to get started with your graduate school search. Topics will include the application timeline, entrance exams, and perfecting your personal statement.

### **\*Peer to Peer (P2P) Internship Fair, Wednesday, October 18, 11:30am-1:00pm, Campus Center**

Network with current students who have completed internships in a variety of industries. Learn about internship opportunities available to Otterbein students, build your networking skills and gain insight on how to search for internships and maximize your internship experience.

### **\*Navigating LinkedIn, Tuesday, October 17, 12:30-1:00pm, Library 118**

Stop in for a professional headshot (dress professionally) and a quick overview on LinkedIn.

### **\*OutSTANDing Resumes, Wednesday, October 24, 12:30-1:00pm, CCPD**

Explore the basics of resume development. We will discuss appropriate resume content, formatting, and what you can do to make your resume STAND out.

### **\*FYE Approved**

**\*Collegiate Career Fair, Wednesday, October 25, 11:30am – 2:30pm, Ohio Dominican University**  
Representatives from over 50 organizations and graduate schools will be present to discuss internship and full-time opportunities and their graduate programs. Event is free of charge. Transportation provided; advanced registration available at [www.otterbein.edu/career](http://www.otterbein.edu/career).

**\*Career Competencies: Communication, Friday, October 27, 10:00-11:00am, Roush 114**  
An increasing number of employers are seeking graduates that are career ready and exhibit specific competencies in the workplace. Some of these competencies include critical thinking, leadership, and intercultural fluency. Students employed on campus are invited to hear from corporate trainers on how to capitalize on your student employment experience and become career ready.

**\*Interviewing Tips, Tuesday, October 31, 3:00-3:30pm, Towers 119**  
Whether you're nervous about your first professional interview or you're just looking to brush up on your skills, this session will provide advice on how to nail those tricky interview questions and highlight your best experiences.

## **November 2017**

**\*Cocoa & Careers, Wednesday, November 1, 9:00-9:30am, CCPD**  
Stop by for free hot chocolate, treats, info about CCPD resources and upcoming events!

**\*OutSTANDing Cover Letters, Wednesday, November 1, 12:30-1:00pm, CCPD**  
Learn about the basics of writing a cover letter and how to STAND out from the crowd.

**\*Internship & Job Search Strategies, Wednesday, November 8, 3:00-3:30pm, Library 124**  
Thinking about internships? Getting ready to start your job search? This session will discuss resources for identifying opportunities and how to remain organized throughout the process.

**\*Women in STEM Panel, Wednesday, November 8, 6:00-7:00pm, The Point 113**  
Hear about the experiences of women working in the fields of science, technology, engineering, and math and the paths they took to reach their current roles.

**\*Major & Career Exploration, Thursday, November 9, 3:00-3:30pm, Towers 119**  
This session will provide an overview of resources available to you from the CCPD and Center for Student Success. You will learn about practical steps you can take all four years to graduate on time and achieve your post-Otterbein goals! *Co-sponsored by the Center for Student Success*

## **December 2017**

**\*Cocoa & Careers, Wednesday, December 6, 9:00-9:30am, CCPD**  
Stop by for free hot chocolate and treats and info about CCPD resources and upcoming events!

**\*FYE Approved**