

# mySuccess

To book a career appointment or preregister for any of our workshops, please visit:

[SUCCESS.UWINDSOR.CA](http://SUCCESS.UWINDSOR.CA)

## 1:1 BOOK A 1:1 CAREER APPOINTMENT

Book a half hour appointment in advance with one of our expert career advisors.

1. Log on to mySuccess
2. Select "Book an Appointment" from the dashboard
3. Select "Career Appointments" to see appointments available to you.



## REGISTER FOR WORKSHOPS & EVENTS

You are welcome to drop-in to attend most of our workshops; however we encourage you to preregister to secure your spot.

1. Log on to mySuccess
2. Select "Register for an Event" from the dashboard
3. Select "Career Events"
4. Select a workshop or event on the calendar
5. Click the "Register for this event" button
6. Click "Cancel Registration" to unregister

Registration opens one week in advance for career workshops.  
Registration deadlines for all other events vary.

## ONE-ON-ONE SUPPORT

### PROFESSIONAL 1:1 CAREER ADVISING APPOINTMENTS

Looking for job search and career planning support? We offer scheduled one-on-one appointments to help with all of your career development needs.

**Book a half hour appointment in advance with one of our expert career advisors.**



Resume Critique



Job Search Techniques



Cover Letter Development



Career Planning



Interview Preparation



Considering Further Education



Mock Interviews



Assessments

...and much more!



Your **LINK** To Experience  
CAREER DEVELOPMENT & EXPERIENTIAL LEARNING

Joyce Entrepreneurship Centre  
Suite 100

[uwindsor.ca/cdel](http://uwindsor.ca/cdel)  
[careerservices@uwindsor.ca](mailto:careerservices@uwindsor.ca)

p: 519.253.3000 x3900



University  
of Windsor

**WINDSOR  
PROUD.**

CAREER  
**PEER  
ADVISING**



**DROP IN**

Not sure where to start? Meet with a trained student peer advisor during our expanded drop-in hours for brief introductory tips and resources.

**SUMMER 2019**

**Joyce Entrepreneurship Centre (JEC) 100**  
**11am-4pm EVERY: MONDAY - THURSDAY\***

\*Hours may vary during reading week and the exam period.  
Check mySuccess for updates.

# SUMMER 2019 WORKSHOP SCHEDULE

The 101 series of workshops are 1 hour and all other workshops are generally 75 minutes. When space permits, walk-ins are welcome. You may reserve a spot by registering in advance. Registration opens one week before the workshop on **mySuccess at success.uwindsor.ca**

Dates and locations are subject to change.  
Check **mySuccess** for the most up to date info.

## RESUME 101

Learn how to create powerful resumes that will get noticed by employers.

Wed. MAY 1, 1 pm	Wed. JUN 26 2:30 pm
Wed. MAY 8, 11:30 am	Tue. JUL 16, 1 pm
Tue. MAY 28, 1 pm	Wed. AUG 7, 1 pm

## COVER LETTER 101

Learn about format and content for effective cover letters.

Tue. MAY 7, 2:30 pm	Wed. JUL 24, 11:30 am
Wed. MAY 15, 1 pm	Tue. AUG 13, 11:30 am
Tue. JUN 4, 11:30 am	

## HOW TO CREATE SKILLS STATEMENTS FOR RESUMES AND COVER LETTERS

Learn how to create effective skill statements that will communicate your value to employers.

Tue. MAY 7, 10 am	Tue. JUN 25, 1 pm
Mon. MAY 27, 2:30 pm	Wed. JUL 17, 2:30 pm
Mon. JUN 10, 11:30 am	Tue. AUG 20, 11:30 am



**UNLESS OTHERWISE SPECIFIED,  
ALL WORKSHOPS ARE LOCATED IN:  
JEC 100 (Joyce Entrepreneurship Centre)**

## INTERVIEW SKILLS

Learn what steps to take before, during, and after an interview to successfully sell yourself to an employer.

Thu. MAY 9, 10 am	Thu. JUN 13, 1 pm
Wed. MAY 22, 11:30 am	Tue. JUL 9, 11:30 am
Wed. JUN 5, 2:30 pm	Mon. AUG 19, 1 pm

## JOB SEARCH 101

Learn how to effectively use job boards and online searches to start your job search.

Tue. MAY 21, 2:30 pm	Wed. JUL 10, 11:30 am
Tue. JUN 11, 1 pm	Wed. AUG 21, 1 pm

## ADVANCED JOB SEARCH: THE HIDDEN JOB MARKET

Searching for a full time job can itself be a full time job! Learn how to work smarter – not harder – by tapping into potential job opportunities before they are advertised.

Mon. MAY 6, 2:30 pm	Mon. JUN 24, 2:30 pm
Thu. MAY 23, 10 am	Mon. JUL 22, 1 pm
Thu. JUN 6, 2:30 pm	Thu. AUG 8, 10 am

## USING SOCIAL MEDIA TO LEVERAGE YOUR CAREER

Discover how you can use social media and LinkedIn to brand and market yourself, network, and do valuable career research that can give you an advantage.

Thu. MAY 16, 2:30 pm	Thu. JUN 27, 10 am
Wed. MAY 29, 10 am	Wed. JUL 31, 2:30 pm
Wed. JUN 12, 1 pm	Thu. AUG 15, 10 am