

Capital Career Week

March 18-March 22

Nail that job interview and launch your new career with Capital Career Week! This week of activities and workshops will get you ready for CCC's career fair on Thursday, April 4. Students who participate in at least 3 workshops will receive a certificate, as well as prizes!

| Workshops |
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| <p>Preparing for the Career Fair</p> <p>You've found that dream company and you want to make a strong first impression. One of the most important ways to prepare for your interview is to make sure you know what the company does and what their openings entail. This workshop will show you what look for in a company and how to make a strong first impression.</p> |
| <p>Refining Your Resume</p> <p>Effective resumes are important in getting the attention of hiring managers and talent acquisition. In this workshop, we will go over how to develop simple and effective resumes tailored towards each company that you apply for. We will provide simple template and go over how to highlight your accomplishments to present yourself as the candidate to hire.</p> |
| <p>Networking for Career Fairs</p> <p>Career fairs are great because you can meet with representatives from an array of companies with job openings. But at career fairs, you only have a few minutes to really impress a company's talent acquisition team. In this workshop, you'll learn how to network with company representatives and perfect your elevator pitch.</p> |
| <p>Career Ready: The Capital Way!</p> <p>Think of this culminating workshop like a dress rehearsal. Take everything that you've learned this week (including what to wear) and put it into practice. We will have "employer booths," where you'll have a chance to practice your elevator pitch and show what you know about the company. Capital Community College staff and volunteers will provide constructive feedback on your interaction so you'll be Capital Career Ready at the career fair on April 4. Refreshments will be provided, certificates will be handed out, and the winners of the raffle will be announced at this workshop.</p> |

| Capital Career Week Schedule | | | | |
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| | <i>Tuesday, 3/19</i> | <i>Wednesday, 3/20</i> | <i>Thursday, 3/21</i> | <i>Friday, 3/22</i> |
| <i>9am-10am</i> | Preparing for the Career Fair (Room 303) | Refining Your Resume (Room 307) | Networking for Career Fairs (Room 303) | Career Ready: The Capital Way! 12-2pm (Community Room) |
| <i>2:30pm-3:30pm</i> | Networking for Career Fairs (Room 318) | Preparing for the Career Fair (Room 307) | Refining Your Resume (Room 318) | |
| <i>5:30pm-6:30pm</i> | Refining Your Resume (Room 303) | Networking for Career Fairs (Room 318) | Preparing for the Career Fair (Room 303) | |