With Memorial Day, summer is officially here! Hopefully you will have some well-deserved rest and fun – that’s a given. But how about your career goals and plans? What have you been putting off a bit due to a demanding academic schedule? Is there at least one thing you could tackle now? We’re ready to help and are open for business this summer with some great seminars and individual appointments also available. To schedule with someone in our office during this time period, give us a call and we will help you register for an event or make an appointment: 651.793.1528. Read on for additional summer programming that we have added to the calendar.....

Use Career Link! You can view the Career Services events calendar and register for workshops online by accessing your Career Link account. Students and alumni have free access to Career Link, please visit www.metrostate.edu/career for more information.

A Great Opportunity From Jill Sondergaard and the Travelers Pathways Program!

**Business Etiquette and Dress to Impress...**

Greetings! I hope you are enjoying the “unofficial start” of summer and the many, diverse festivities around Minnesota! 😊

Do you know which fork to use for your salad and where to place your napkin during and after your meal at a formal dinner? Do you know how to hold a beverage glass and a small plate of hors d’oeuvres while having a conversation at a networking reception? And, how do you decide what to wear for an interview, a formal dinner, a networking reception, starting a new job and/or at your place of employment?

**COME FIND OUT!!!** The Travelers Pathways Program is hosting an event for Metropolitan State University students and alumni on **Monday, June 28** in the St. Paul Library, Ecolab Community Room 302 from 3:30 p.m. to 6 p.m.

This event will feature “Business Etiquette” tips for formal dining and professional networking, to include appropriate topics of conversation, general do’s and don’ts, as well as tips on how to “Dress to Impress,” professionally and on your budget. There will be a presentation on the power of colors, as well as fashion trends and how they are forecasted. You will have an opportunity to ask questions to the guest experts as well as practice the etiquette you learned during the Networking Reception from 5 p.m. to 6 p.m. Additionally, you are invited to view the newly re-named Gordon Parks Gallery, featuring the exhibition *Gordon Parks: Crossroads*; open until 7 p.m.

Contact Jill Sondergaard to RSVP for this event. There is limited space available, and the final deadline to register is **NOON on Thursday, June 24**.

The Metropolitan State University’s Travelers Pathways Program exists to enhance educational and career development opportunities for careers in insurance and financial services. I share updates, announcements and career ‘coaching’ tips through a blind-copy email list. Send me an email: jill.sondergaard@metrostate.edu.

**July Job Search Group**

A typical job search can take six months to a year. When the process grinds on longer than anticipated, job seekers suffer from isolation, lack of motivation and energy, and a sense of despair that they will ever find a position that fits their career goals. Richard Nelson Bolles, author of the classic *What Color is Your Parachute?*, notes an 84 percent
success rate when job-search techniques are conducted in groups, compared with a 15 percent lower rate when the same techniques are followed individually.

We are forming another Job Search Group for Metropolitan State University students and alumni. Typically these groups help people maintain focus and stay on track toward their career aspirations. It will also serve as a powerful source of support and encouragement while expanding networking opportunities. The group will consist of up to twelve participants who commit to meeting Tuesdays from 2:00 – 3:00pm from July 6th—July 27th.

The purpose of the Job Search Support Group is to:
1. Provide a source of encouragement, accountability and community for Metropolitan State students and alumni in career transition.
2. Provide education and information related to career exploration strategies and job search techniques.
3. Share ideas and networking leads among members of the cohort.

There are still some spaces available, so please let us know if you are interested in being considered for the group: 651.793.1528 or career.services@metrostate.edu

Resume Drop Ins start up again in July
Every Wednesday in July and August
11:30 AM – 1:00 PM in Library 132
NOTE: August 11 will take place in Library 312

There is no appointment needed to attend the Drop In, just stop by sometime between 11:30 a.m.--1:00 p.m., with your resume or cover letter. Writing Center tutors and Bill Baldus, career counselor, will be standing by and ready to offer suggestions and ideas on making your resume as strong as possible. Bring whatever draft you have on paper, a USB device or in your email. We meet in PC-equipped rooms, so feel free to login and work at a computer OR paper and pencil work just fine too. You decide.

Resume Writing Workshop
Thursday, June 24 -
11:30 AM - 1:00 PM in Library 312
When I say the words job search or career transition, what is the first thing that comes to mind? For most people it’s their resume. Good news for those of you who are procrastinating, struggling or suffering from confusion: there is help available on campus. After learning about the current “best practices” in resume development, you will log onto a PC to get to work applying your new knowledge to the next draft of your resume. We will go over cover letters and references too. Remember, it is never too early or late to start working on your resume!

Get Unstuck and and Jumpstart your Search with 2 Workshops on July 27*
Tuesday, July 27 – Job Search Strategies
2:00 PM – 3:30 PM in Library 312
This is a great workshop for those who are currently looking for work or for just-graduated seniors preparing to embark on a job search. Learn about effective ways to go about the process with a special emphasis on networking. We will orient you to LinkedIn and you can set up your account and get to work on your profile. You will leave with a plan of action and hopefully, renewed energy!

Tuesday, July 27 – **Resume Writing Workshop**
4:00 pm – 5:30 PM in Library 312

*Although you don’t have to attend both workshops, we encourage you to make a day of it while you’re on campus!*

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**Connections Spring News**
Connections is the quarterly electronic update from the CareerOneStop suite of Web sites including America’s Career InfoNet, America’s Service Locator, and other related electronic resources. This issue highlights Career Videos for America’s Job Seekers Challenge, Students and Career Advisor Section, and an overview of both the Scholarship and Public Library Search tools.


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**NEW - LinkedIn Training Videos**
Try the new series of six 5-minute training videos exclusively for student users of LinkedIn.
[http://learn.linkedin.com/students/](http://learn.linkedin.com/students/)

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Thank you for reading.