# Winter Internship and Career Center Calendar of Events

<table>
<thead>
<tr>
<th>MONDAY</th>
<th>TUESDAY</th>
<th>WEDNESDAY</th>
<th>THURSDAY</th>
<th>FRIDAY</th>
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</thead>
<tbody>
<tr>
<td><strong>January</strong></td>
<td><strong>February</strong></td>
<td><strong>March</strong></td>
<td><strong>April</strong></td>
<td><strong>May</strong></td>
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<tr>
<td><strong>WEEK 1</strong></td>
<td><strong>WEEK 2</strong></td>
<td><strong>WEEK 3</strong></td>
<td><strong>WEEK 4</strong></td>
<td><strong>WEEK 5</strong></td>
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<td>8</td>
<td>15</td>
<td>22</td>
<td>29</td>
<td>5</td>
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<tr>
<td>Winter instruction begins</td>
<td>Martin Luther King Jr. Day holiday</td>
<td>Resume Boost!</td>
<td>Cover Letters and Professional Correspondence</td>
<td>Interview Basics</td>
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<tr>
<td>Finding Internships and Student Jobs 11:00 AM–3:00 PM, 114 South Hall</td>
<td>Office Closed</td>
<td>10 AM–3:30 PM, South Hall</td>
<td>10 AM–11:00 PM, 114 South Hall</td>
<td>12:10–1 PM, 229 South Hall</td>
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<td><strong>WEEK 6</strong></td>
<td><strong>WEEK 7</strong></td>
<td><strong>WEEK 8</strong></td>
<td><strong>WEEK 9</strong></td>
<td><strong>WEEK 10</strong></td>
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<tr>
<td>12</td>
<td>19</td>
<td>26</td>
<td>3</td>
<td>19</td>
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<tr>
<td>Resume Basics 11:00 AM–3:00 PM, 114 South Hall</td>
<td>Presidents’ Day holiday</td>
<td>Resume Basics 11:00 AM–3:00 PM, 114 South Hall</td>
<td>Interview Basics 11:00 AM–3:00 PM, 114 South Hall</td>
<td>Prepare for the Fair 11:00 AM–3:00 PM, 114 South Hall</td>
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<tr>
<td>Finding a Health-Related Internship 1:00–3:00 PM, 114 South Hall</td>
<td>Resume Basics 11:00 AM–3:00 PM, 114 South Hall</td>
<td>How to Find a Paid Summer Internship 1:00–3:00 PM, 114 South Hall</td>
<td>Finding Internships and Student Jobs 11:00 AM–3:00 PM, 114 South Hall</td>
<td>Networking and LinkedIn 11:00 AM–3:00 PM, 114 South Hall</td>
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<td><strong>WEEK 11</strong></td>
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<td><strong>WEEK 13</strong></td>
<td><strong>WEEK 14</strong></td>
<td><strong>WEEK 15</strong></td>
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<tr>
<td>19</td>
<td>26</td>
<td>2</td>
<td>1</td>
<td>16</td>
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<td>First day of finals</td>
<td>Winter Internship and Career Fair 10 AM–2 PM, ARC Pavilion</td>
<td>Find a Job 11:00 AM–3:00 PM, 114 South Hall</td>
<td>Networking and LinkedIn 11:00 AM–3:00 PM, 114 South Hall</td>
<td>President’s Day holiday</td>
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### Interview Basics
Learn about different types of interviews and strategies to respond to questions and best demonstrate your knowledge and qualifications for the position you want.

**Friday**
- 1/12 12:10–1 PM (114 SOUTH HALL)
- 1/16 1:10–2 PM (114 SOUTH HALL)
- 1/22 2:10–3 PM (UNIVERSITY HOUSE)
- 1/25 12:10–1 PM (114 SOUTH HALL)
- 2/5 2:10–3 PM (229 SOUTH HALL)
- 2/21 1:10–2 PM (114 SOUTH HALL)
- 3/8 2:10–3 PM (114 SOUTH HALL)

### Networking and LinkedIn
Eighty percent of available jobs are not advertised! Find out how to access the hidden job market through strategic communication with professionals and use of LinkedIn.

**Thursday**
- 1/11 12:10–1 PM (114 SOUTH HALL)
- 1/26 12:10–1 PM (114 SOUTH HALL)
- 2/6 1:10–2 PM (229 SOUTH HALL)
- 2/22 2:10–3 PM (114 SOUTH HALL)
- 3/16 2:10–3 PM (229 SOUTH HALL)

### Resume Basics
Learn the essentials of how to write a resume that gets you noticed.

**Tuesday**
- 1/9 12:10–1 PM (114 SOUTH HALL)
- 1/17 12:10–1 PM (114 SOUTH HALL)
- 1/18 1:10–2 PM (114 SOUTH HALL)
- 1/31 1:10–2 PM (114 SOUTH HALL)
- 2/7 6–7 PM (UNIVERSITY HOUSE)
- 2/12 12:10–1 PM (229 SOUTH HALL)
- 2/20 1:10–2 PM (229 SOUTH HALL)
- 2/23 2:10–3 PM (114 SOUTH HALL)
- 3/5 2:10–3 PM (229 SOUTH HALL)
- 3/15 12:10–1 PM (114 SOUTH HALL)

### How to Find a Paid Summer Internship
Learn tricks and tools to find a PAID summer internship. This workshop will review how to use Aggie Job Link and other resources to find a PAID summer internship in the biological sciences. Internship and Career Center resources will be discussed, and we will review tips for applying.

**Tuesday**
- 1/30 12:10–1 PM (BIOLOGY ACADEMIC SUCCESS CENTER)

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### Cover Letters and Professional Correspondence
Instruction will center on how to write a cover letter to get you noticed. Thank-you letters, follow-up email and introductory professional writing will also be covered.

**Wednesday**
- 1/10 2:10–3 PM (114 SOUTH HALL)
- 1/29 12:10–1 PM (114 SOUTH HALL)
- 2/8 12:10–1 PM (229 SOUTH HALL)
- 3/6 1:10–2 PM (229 SOUTH HALL)

**Monday**
- 1/8 10 AM–2 PM (UNIVERSITY HOUSE)

**Thursday**
- 1/19 2:10–3 PM (229 SOUTH HALL)

**Friday**
- 1/24 10 AM–2 PM (114 SOUTH HALL)

**Wednesday**
- 2/1 12:10–1 PM (114 SOUTH HALL)
- 2/15 1:10–2 PM (114 SOUTH HALL)
- 2/21 12:10–1 PM (114 SOUTH HALL)
- 2/23 1:10–2 PM (114 SOUTH HALL)

**Thursday**
- 2/26 1:10–2 PM (114 SOUTH HALL)
- 3/1 1:10–2 PM (114 SOUTH HALL)
- 3/7 1:10–2 PM (114 SOUTH HALL)

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**Wednesday**
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