

ENGINEERING CAREER INSTITUTE PRE-EMPLOYMENT CLASSES

**Required Textbook: *Ready for Takeoff!* - A Winning Process for
Launching Your Engineering Career**

Part I: Pre-employment Success: Understanding Yourself and Getting the Right Job

Attendance: Attend one class in each subject. (Each session is the same)

1. Introduction to Your Career Development, Self Analysis, and Market Research of Engineering Opportunities (Chapters 1- 4)

Date	Time	Location
Mon, January 24	3:00-3:50	NSC 218
Tues, January 25	4:00-4:50	Knox 20
Wed, January 26	5:00-5:50	NSC 210
Thurs, January 27	4:00-4:50	Knox 20

2. Your Resume and Cover Letter (Chapter 5)

Date	Time	Location
Mon, January 31	3:00-3:50	NSC 218
Tues, February 1	4:00-4:50	Knox 20
Wed, February 2	5:00-5:50	NSC 210
Thurs, February 3	4:00-4:50	Knox 20

3. UB Career Services and How to Activate Your On-line Application (Chapter 6)

Date	Time	Location
Mon, February 7	3:00-3:50	NSC 218
Tues, February 8	4:00-4:50	Knox 20
Wed, February 9	5:00-5:50	NSC 210
Thurs, February 10	4:00-4:50	Knox 20

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4. Organizing and Executing Your Job Search (Chapter 7)

Date	Time	Location
Mon, February 14	3:00-3:50	NSC 218
Tues, February 15	4:00-4:50	Knox 20
Wed, February 16	5:00-5:50	NSC 210
Thurs, February 17	4:00-4:50	Knox 20

5. The Successful Interview (Chapter 8)

Date	Time	Location
Tues, February 22	4:00-4:50	Knox 20
Wed, February 23	5:00-5:50	NSC 210
Thurs, February 24	4:00-4:50	Knox 20
Friday, February 25	3:00-3:50	Bonner 414

6. Follow-up Action and Starting Employment (Chapters 9 and 10)

Date	Time	Location
Mon, February 28	3:00-3:50	NSC 218
Tues, March 1	4:00-4:50	Knox 20
Wed, March 2	5:00-5:50	NSC 210
Thurs, March 3	4:00-4:50	Knox 20