



SCHOOL OF

Social Work Office of Career Services

*Empower People
Lead Organizations
Grow Communities*

2009-10 Career Development Workshop Series

September 2009

Resumes, Cover Letters & References – This session will provide participants information, tips and tricks on how to effectively create and customize action and results-oriented resumes and engaging cover letters.

- Friday September 11, 2009 – 12-1pm
- Wednesday September 6, 2009 – 5-6pm

October 2009

Effective Interviews – This session will provide participants with the strategies and skills necessary to turn interviews into job offers. Best practices for preparation, attire, agenda and follow-up will be discussed.

- Wednesday October 14, 2009 – 5-6pm
- Friday October 16, 2009 – 12-1pm

November 2009

Social Work Licensure – Professional licensure is critical to career advancement in social work. Participants will be introduced to social work licensure including the LSW and LCSW. This session will focus primarily on licensure in Pennsylvania, although sources of information for other states will be presented.

- Wednesday November 18, 2009 – 5-6pm
- Friday November 20, 2009 – 12-1pm

December 2009

Evaluating and Negotiating Offers – The ability to effectively evaluate multiple job offers and negotiate the many aspects of compensation is often new territory for social workers. Participants will receive information on the various components of compensation (salary, benefits, retirement, PTO, CE, etc.) and strategies on how to negotiate the strongest deal possible.

- Wednesday December 9, 2009 – 5-6pm
- Friday December 11, 2009 – 12-1pm

Space is limited and an RSVP is required. To RSVP and for more information on these and any other Career Services in the School of Social Work please contact Keith Caldwell at 412-648-9441 or kjc45@pitt.edu.