



**BLACKHAWK
TECHNICAL COLLEGE**

Note from the C&PD Office

Happy October! One thing we hear too often is that Career Services only comes in handy in the final months before you graduate. Wrong! Your career starts the day you start school. The C & PD Office is here to set yourself up for success. October is filled with a variety of events and opportunities to assist you in your job search preparation. Please review the calendar of events which details topics ranging from "Creating a Social Media Presence for Employment," to learning more about the "Application Process: Resume & Cover Letter Tips & Tricks." We also offer individual appointments and drop-in resume/cover letter assistance. We look forward to seeing you soon!

Colleen Koerth
Manager, Career Development

Drop-In Resume & Cover Letter Assistance

Stop by the Student Success Center for help with your resume and cover letter.

Mondays: 1:00-7:00 p.m.

Thursdays: 3:00 – 7:00 p.m.

Looking for Employment Sign-up for Wisconsin TechConnect



C&PD Buzz

October 2016

Etiquette Lunch November 4

Your image matters, especially when you're in a business environment. Whether you're going to a business lunch with your peers, recruiters, clients or partners, you need to make sure you know how to act.

To sign-up for this free lunch, and have an opportunity to practice your skills with local employers and community leaders. Make sure to attend the Business Etiquette training prior to the luncheon so you can be prepared to talk with employers. The training is Thursday, October 27 @ 12pm or 4pm. Contact Stephanie Williams at swilliams60@blackhawk.edu or



ASGA Conference October 22

The Student Government Association (SGA) will be attending the American Student Government Association conference on Saturday, October 22 in Chicago.

If interested in attending, please contact Alicia Acker at aacker@blackhawk.edu for more information.

Certificate of Professional Development

Get an edge on other candidates by taking advantage of this FREE Certificate offered through the Career & Professional Development Office. Please contact Stephanie Williams to sign up or for more information about the Certificate. (608) 757-7702 or swilliams60@blackhawk.edu.

Election Worker Opportunity

The City of Beloit wants Election Officials to work the polls on Nov. 8. Get paid \$110/day and \$10 for training. Questions? Contact Lori Stottler at StottlerL@Beloitwi.gov or (608) 364-6684.

Fall Leadership Conference November 5, 10am-3:30pm

This conference will focus on developing a better understanding of individual leadership & problem solving skills. The sessions within this conference will demonstrate how to use these skills to excel in today's workforce.

To sign-up for this free conference, please contact Stephanie Williams at swilliams60@blackhawk.edu.

BTC Goes to Broadway! November 12

Spend the morning wandering around **Chicago** and then attend the hit Broadway show **Annie** at 2pm! Check-in will begin at BTC at 7:30am and we will Depart Chicago at 5:30pm. Cost is \$10/student and \$18/staff and guests.



Space is limited; sign-up by November 1 at Express Services. For more information, contact Alicia Acker at aacker@blackhawk.edu.

Work on Campus

Need a Job? Want to work on Campus? Work Study positions are available at various campus sites and departments. Stop by the Student Success Center (located on Central Campus) or call (608) 757-6329 to learn more about how you can make some money while going to school.

"Your future is created by what you do today, not tomorrow."

OCTOBER 2016

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
	<p>Hispanic Heritage Month Event 12-1pm • N. Commons</p>	4	5	6	7	8
		<p>Internship Prep Workshop Noon & 4pm • SSC</p> <p>Wii Wednesday 11:30am-12:30pm • Commons</p>		<p>SGA Meeting • Noon Central-#2201, Milton-#114A, Monroe-#209, CTS-#107, Beloit-#113</p>		
9	10	11	12	13	14	15
	<p>The Interview Process Workshop Noon & 4pm • SSC</p>		<p>Bingo Noon • N. Commons</p> <p>The Application Process Workshop Noon • Beloit</p>			
16	17	18	19	20	21	22
	<p>Creating a Social Media Presence for Employment Workshop • Noon & 4pm • SSC</p>		<p>Domestic Violence Event 11:30am-1pm • Blackhawk Room</p>	<p>SGA Meeting • Noon Central-#2201, Milton-#114A, Monroe-#209, CTS-#107, Beloit-#113</p> <p>Sign-up for TechConnect • Noon Milton</p>		
<p>Money Monday: Cash Flow-Make Money Work for You! Noon • SSC</p>		25	26	27	28	29
		<p>The Application Process Workshop • Noon & 4pm • SSC</p> <p>Money Monday: Cash Flow-Make Money Work for You! Noon • SSC</p>		<p>Business Etiquette Training Noon & 4pm • SSC</p>		
30	31					
			<p>Wear it Wednesday • All Day</p> <p>Creating a Social Media Presence Workshop • Noon & 4pm • SSC</p>			