

HOWARD UNIVERSITY  
CEDAR Center

*Presents*

2012 Career Exploration Week

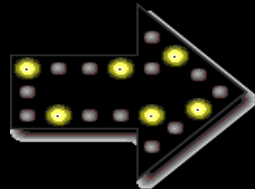
January 23 – 27, 2012

*All Majors & Classifications*

Center for Career Education, Development & Research (CEDAR Center)  
*Division of Student Affairs*

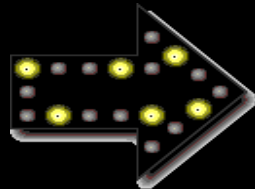
# Events

- MONDAY, January 23 & Tuesday, January 24
  - Career Fest on the Plaza** - 11.00 am – 3.00 pm  
(Blackburn Center Ground Floor Plaza)
    - Resume Critiquing by Corporate Recruiters
    - Student Registration and Information Dissemination
  - Mock Interviews** - 9.00 am – 4.30 pm  
(Blackburn Center Room 142) – Sign-up on line



# Events

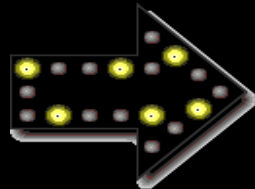
- Wednesday, January 25 – Blackburn Center  
**2012 Spring Career Fair** :: Ballroom  
1:00 pm – 5.00 pm
- Thursday, January 26 & Friday, January 27  
CEDAR Center  
9.00 am – 4.30 pm  
**On-Site Interviews** – Sign up at the Career Fair



# Career Fest on the Plaza

MONDAY, January 23 (BUC – Ground Floor Plaza)

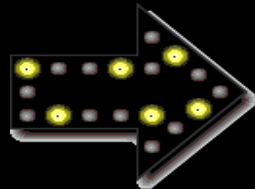
- Official Launch of Spring Career Exploration Week
- Register for 2012 Spring Career Exploration Fair
- Have your resume critiqued
- Participate in Mock Interviews (BUC – 142)



# Spring 2012 Career Fair :: Blackburn Center Ballroom

Wednesday, January 25, 2012

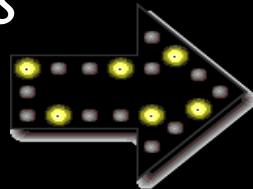
- Meet representatives from some of America's leading companies
- Obtain recruitment information and applications
- Get started on a new career path



# Quick Tips :: Attire - Ladies



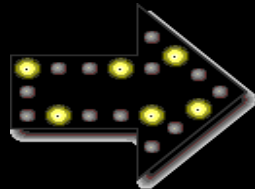
- Wear a conservative business suit
- Skirt length: not too long/not too short. Knee length is best
- Shirts should complement the suit (no ruffled, frilled, or transparent styles)
- Flesh-toned nylons



# Quick Tips :: Attire - Men

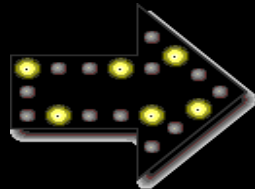


- A conservative, well-fitted suit (gray, navy, black)
- Neckties: uniform and subtle patterns
- Shoes shined
- Socks to complement suit (argyle and transparent styles not accepted)



# Your Resume

- Have your resume critiqued by professionals on Monday at the Career Fest
- Bring as many copies as possible to all events
- Should be no more than one page long for entry level positions



# Brandon Black

2002 Heritage Street New York, NY 00000 000.000.0000  
myemail@howard.edu

## SUMMARY OF QUALIFICATIONS

- Energetic and motivated with over 3 years of experience in the automotive industry
- Effective in establishing and cultivating key business relationships
- Prepared to manage projects, which involve multiple tasks, deadlines and vendors
- Capable of performing well independently and in a team environment
- Effective in communications; written, verbal and visual
- Computer skills include Microsoft Office (Word, Excel, Power Point, Lotus Notes)

## Education

Howard University, Washington, D. C.  
B. B. A. International Business Minor- Finance, Date of Graduation: May 1999  
Performance Coaching, Ford Motor Company, 2001  
Project Management, Ford Motor Company, 2000  
Dale Carnegie Graduate, 1999

## Professional Experience

**USA Car Manufacturer**, Customer Care Administrator, Jersey City, New Jersey, 10/01–Present

- Manage dealer satisfaction program, which measures the relationship between USA cars and our retail network
- Oversee the online survey processes including questionnaire and web site
- Produce monthly performance reports

**International Cars**, Dealer Planning Analyst, Newark, New Jersey, 3/99 - 10/01

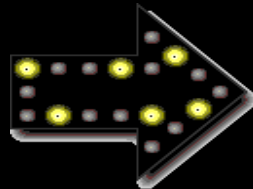
- Facilitated orientation to new hires in International Cars; including programs, personnel, standards, products, marketing campaigns and brand philosophy
- Supported retailers and department management in advertising efforts
- Coordinated a financial statement training course for retailers in 3 metro cities around the country, which required curriculum development, event planning and logistics

**United States Department of Commerce**, Intern, Washington, DC, 02/96 - 6/98

- Developed questionnaires, which were distributed to the governments of 17 foreign countries
- Served as an assistant to senior analyst by researching and distributing historical case data. The information was used to calculate rates charged to the foreign government.
- Calculated duty rates on subsidies, which were in excess of \$73 million

## COMMUNITY SERVICE

Member: Howard University Alumni Association,  
Volunteer: Mt. Olivet Baptist Church - Youth Advisor



Name and address  
at top in bold →

List of relevant  
qualifications  
→

Relevant college  
education →

Work experience  
related to position  
→

Community  
Involvement and/or  
Achievements and  
Honors go here →

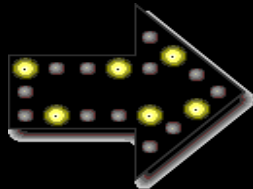
# Participate in 2012 Spring Career Exploration Week

All Majors and Classifications Welcome!

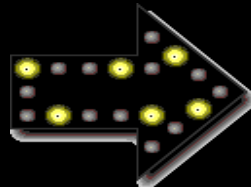
January 23 – 27, 2012

For more information contact the  
CEDAR Center at 202-806-7513  
or visit Bison Careers Online at:

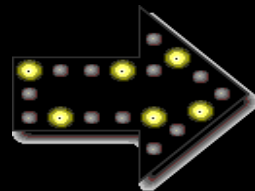
<http://www.howard.edu/careerservices/students>



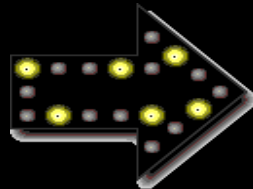
# Get Advice From Experts



# Meet representatives from some of America's leading companies



# Obtain information and application packets



# HOWARD UNIVERSITY

## 2012 Spring Career Exploration Week



January 23 – 27, 2012

RSVP now for the Career Fair at:

<https://howard-csm.symplcity.com/students/index.php>