

# SERVICES & RESOURCES

Career & Employment Services’ mission is to provide career advising, training, employment connections and resources to K-State students, alumni, faculty, administration, employers and members of the community which the university serves.

CES can assist you with your search for part-time employment, a summer job, an internship, cooperative education or a full-time career position.

## ACTIVATE AND UPDATE YOUR FREE CES ACCOUNT

- Allow employers access to your resume
- Sign up online for on-campus interviews
- View online jobs and refer your resume to employers 24/7

## ADVISING AND TRAINING

- Consult with career advisors
- Cover letter development
- Interview practice
- Job search strategies
- Resume building & critiques
- Webinars

## CAREER DEVELOPMENT

- Internships/Co-ops
- Summer employment
- Part-time job listings

## CES CAREER GUIDES

The following guides are available at Career & Employment Services in Holtz Hall or [www.k-state.edu/ces](http://www.k-state.edu/ces):

- Part-time Employment Brochure
- Resume & Interview Guide

## EMPLOYMENT SERVICES

- Career fairs
- Mock interview clinics
- On-campus interviewing
- Part-time, internship and full-time job listings
- Resume referrals to employers

## MOCK INTERVIEWS

Call 785-532-6506 or visit Holtz Hall to schedule a mock interview with a CES advisor or learn about college specific mock interviews with visiting employers.

## ONLINE CAREER RESOURCES AT [WWW.K-STATE.EDU/CES](http://WWW.K-STATE.EDU/CES)

- Career Fair and event details
- Links to top career-related websites
- Salary Statistics
- Relocation information

## REPORT YOUR JOB

CES collects employment data about K-State grads. This data helps us develop a job network for other K-Staters. Report your job at: [www.k-state.edu/ces](http://www.k-state.edu/ces).

# CAREER & EMPLOYMENT SERVICES



## LOCATION

100 Holtz Hall  
Manhattan, KS  
66506-1701



## CONTACT US

785-532-6506  
[www.k-state.edu/ces](http://www.k-state.edu/ces)  
[ces@k-state.edu](mailto:ces@k-state.edu)



## ADD US

kstateces  
 @ksu\_CES

## CES COLLEGE LIAISONS

Undergraduate, graduate students and alumni can contact their respective college liaisons directly using the phone numbers below.

Agriculture	785-532-1680
Architecture, Planning & Design	785-532-1680
Arts and Sciences	785-532-1685
Business	785-532-6508
Education	785-532-6508
Engineering	785-532-1685
Human Ecology	785-532-1680
Technology and Aviation at Salina	785-826-2659
Veterinary Medicine	785-532-1680

## CES CORPORATE PARTNERS

Thanks to the following Corporate Partners who support K-State students and the CES mission.

Black & Veatch	Garmin
BNSF Railway	GTM Sportswear
Cargill	Intermark
Cerner	Koch Industries
Chevron Phillips	ONEOK
ConocoPhillips	Payless ShoeSource
Edward Jones	Perceptive Software
Enterprise Rent-a-Car	Phillips 66
Farmers Insurance	State Street
Frontier Farm Credit	Tradebot
Corporate Partners as of May 2014	Union Pacific



FALL 2014  
KANSAS STATE UNIVERSITY

CAREER & EMPLOYMENT SERVICES  
[www.k-state.edu/ces](http://www.k-state.edu/ces)

Guiding you from  
*college to career*

# JOB SEARCH PREP

## WALK-IN WEDNESDAY

Drop by to have your resume or cover letter reviewed or ask a quick question. No appointment necessary.

Noon-4 pm, Holtz Hall.

- |            |           |           |           |           |
|------------|-----------|-----------|-----------|-----------|
| - Sept. 3  | - Oct. 1  | - Oct. 22 | - Nov. 12 | - Dec. 10 |
| - Sept. 10 | - Oct. 8  | - Oct. 29 | - Nov. 19 |           |
| - Sept. 17 | - Oct. 15 | - Nov. 5  | - Dec. 3  |           |

## CAREER CLOSET

Browse our closet of gently used men’s and women’s professional attire for upcoming career fairs and interviews. All sizes available. Monetary and canned food donations accepted with proceeds benefiting the Manhattan Emergency Shelter.

- |                             |                 |
|-----------------------------|-----------------|
| - Tues. Sept. 2, Noon-3 pm  | Union Courtyard |
| - Wed. Sept. 3, 10 am-1 pm  | Union Courtyard |
| - Tues. Sept. 16, Noon-3 pm | Union Courtyard |
| - Fri. Sept. 19, 11 am-1 pm | Union Courtyard |

## INTERVIEWING: ADVICE FROM THE EXPERTS

Get insider tips from corporate recruiters. Learn to make a good impression and effectively tell your story in an interview.

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|------------------------|-----------|
| - Thurs. Sept. 4, 4 pm | Union 227 |
|------------------------|-----------|

## JOB SEARCH FOR INTERNATIONAL STUDENTS

Learn how to look for a job, develop a resume and interview in the U.S.

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|--------------------------|------------------------------|
| - Tues. Sept. 9, 3:30 pm | International Student Center |
|--------------------------|------------------------------|

## RESUME CRITIQUE

Prepare your resume for upcoming career fairs and interviews. No appointment necessary.

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|------------------------------|-----------------|
| - Thurs. Sept. 18, Noon-2 pm | Holtz Hall      |
| - Fri. Sept. 19, 11 am-1 pm  | Union Courtyard |

# CAREER EVENTS

## PART-TIME OPPORTUNITIES FAIR

Meet representatives from campus departments, local businesses and community agencies. Learn about part-time, volunteer, and internship opportunities.

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|------------------------------|----------------|
| - Thurs. Aug. 28, 10 am-3 pm | Union Ballroom |
|------------------------------|----------------|

## HOW TO SUCCEED AT A CAREER FAIR

Learn how to dress professionally, identify potential employers, use social media effectively and network with recruiters.

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|-------------------------|-----------|
| - Thurs. Sept. 11, 4 pm | Union 227 |
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## LATE NIGHT RESUME MADNESS

Get a quick resume critique before the All-University Career Fair and upcoming interviews. Sponsored by Phillips 66.

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| - Mon. Sept. 22, 7 pm-10 pm | Alumni Center |
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## ALL-UNIVERSITY CAREER FAIR

Connect with over 250 employers about career, internship and co-op positions. Bring multiple copies of your resume, dress professionally and visit both days! Shuttles available from the Union to Bramlage Coliseum.

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|------------------------------|-------------------------|
| - Tues. Sept. 23, 11 am-4 pm | K-Z Employers Attending |
| - Wed. Sept. 24, 11 am-4 pm  | A-J Employers Attending |

## NEXT DAY INTERVIEWS

Interview with employers after the All-University Career Fair.

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|------------------------------|----------------|
| - Wed. Sept. 24, 8 am-5 pm   | Union Ballroom |
| - Thurs. Sept. 25, 8 am-5 pm | Union Ballroom |

**Updates and additional details about our fall and spring events will be posted at [www.k-state.edu/ces](http://www.k-state.edu/ces).**

# SPECIALTY PROGRAMS

## BACKYARD BBQ

Enjoy a free lunch and meet your CES advisor. Activate/update your CES account and receive a free T-shirt. Sponsored by ConocoPhillips.

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|-------------------------------|-----------------------|
| - Wed. Aug. 27, 11 am-1:30 pm | Holtz Hall South Lawn |
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## ARE YOU LINKEDIN?

Receive valuable insight on the benefits of using LinkedIn. Learn to network successfully, how employers use LinkedIn to recruit, and strategies to make your profile stand out.

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|------------------------|-----------|
| - Thurs. Oct. 16, 4 pm | Union 227 |
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## \$START \$MART SALARY NEGOTIATION

Participate in an interactive workshop designed to provide college women with knowledge and negotiation skills for equitable salaries and benefits.

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| - Tues. Oct. 21, 6 pm-8 pm | Leadership Studies Town Hall |
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## CVs/RESUMES FOR GRAD STUDENTS

Start, create and use a curriculum vitae or resume to market your skills to potential employers in industry or academia.

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| - Tues. Oct. 28, 4 pm | Union 226 |
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## DINING ETIQUETTE

Make a positive impression when dining in a professional setting. Business attire required. \$12.00 per person or a KSU meal plan. Reservations must be made by 5 pm on Friday, October 31 through CES in Holtz Hall.

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| - Thurs. Nov. 6, 5:30 pm | Derby Dining Center |
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