

This semester, there will be a number of seminars by employment agencies giving information on part-time work as well as full-time career focused employment. Please email us at [acnjobskills@auscampus.net](mailto:acnjobskills@auscampus.net) if you are interested in attending any or all of the workshops listed.

Employment Seminars	Dates	Venues
Hudson Seminars on Job Search Skills		
Stedmans Casual Job Placement in Hospitality Positions		
Hudson "How to write a resume that will get you an interview: part 1."	Week2 13th <sup>th</sup> November 2007 Tuesday 2:00 pm – 3:00 pm 	Level 1, 65 York Street Room 105
Hudson "How to write a resume that will get you an interview: part 2."	Week3 20th <sup>th</sup> November 2007 Tuesday 2:00 pm – 3:00 pm	Level 1, 65 York Street Room 105
Internships Explained	Week 3 22 <sup>nd</sup> November 2007 Thursday 2:00 pm – 3:00 pm	Level 1, 65 York Street Room 103
Stedmans Hospitality Part Time Work	Week 4 27 <sup>th</sup> November 2007 Tuesday 2:00 pm – 3:00 pm	Level 1, 65 York Street Room 103
Hudson "How to effectively search for the job advertisements you want"	Week 4 30 <sup>th</sup> November 2007 Friday 2:00 pm – 3:00 pm	Level 1, 65 York Street Room 103
Hudson "Writing effective cover letters and applications"	Week 5 7 <sup>th</sup> December 2007 Friday 2:00 pm – 3:00 pm	Level 1, 65 York Street Room 103
Hudson "Interview skills 1: Preparation and Communication Skills" The session will incorporate a range of role play interviews	Week 6 11 <sup>th</sup> December 2007 Tuesday 2:00 pm – 3:00 pm	Level 1, 65 York Street Room 103
Hudson "Interview skills 2: General and Competency Based Interviews" The session will incorporate a range of role play interviews	Weekly 6 14 <sup>th</sup> December 2007 Friday 2:00 pm – 3:00 pm	Level 1, 65 York Street Room 103
Writing for Business By Dr Peter Wong Economic Lecturer at ACN	Week 7 20 <sup>th</sup> December 2007 Thursday 2:00pm – 3:00pm	Level 1, 65 York Street Room 103
Presentation and Communication Skills By Dr Peter Wong Economic Lecturer at ACN	Week 10 17 <sup>th</sup> January 2007 Thursday 2:00 pm – 3:00 pm	Level 1, 65 York Street Room 103