



## Career Services Seminar Outline

Congratulations on your success to date. Now that you are getting closer to completing your program, it's time to develop your professional resume, portfolio, website, and master your interviewing skills.

Your CSS100 course will consist of the following:

### **CSS100 Orientation**

- Schedule meeting with your Career Services Advisor during Week 1
- Review course requirements and deadlines

### **Module 1: First 5 Weeks**

- Professional Resume
- Video Resume

### **Module 2: Second 5 Weeks**

- Professional Portfolio
  - Program Coursework (2 Assignments)
  - Applied Curriculum (2 Assignments)
  - Certification/Award Copies (Optional)
  - Extracurricular Activities (Optional)
- Mock Interview

### **Module 3: Third 5 Weeks**

- Professional Website
- Final Face to Face Campus Interview
  - Interview Debrief
  - Placement Partnership Agreement

### **Graduation and Externship Requirement**

In order to graduate from SJVC, all students must complete CSS100 course. Students with externship course, must complete CSS100 course. In order to avoid delays in graduation or externship, it is important to stay on track and follow all due dates listed in the calendar section of the course. Not completing assignments on time can result in failure of the course. All components are pass or fail. Students cannot successfully complete course without passing all areas of CSS100 including Professional Resume, Portfolio, Website and Interview Preparation.

### **Career Services Partnership**

CSS100 is designed to assist you complete the minimum requirements needed to enter into your professional environment. Your Career Services Advisor will partner with you to complete the requirements above and also assist you in networking with professionals in your field of study.

# Welcome To CSS100

|                 |   |                  |
|-----------------|---|------------------|
| <b>Module 1</b> | <b>Optimal Resume Builder</b>   | <b>Due Date:</b> |
|                 | <b>Optimal Video Resume</b>   | <b>Due Date:</b> |
| <b>Module 2</b> | <b>Optimal Portfolio Builder</b> <ul style="list-style-type: none"> <li>• Program Coursework (2 Assignments)</li> <li>• Applied Curriculum (2 Assignments)</li> </ul> | <b>Due Date:</b> |
|                 | <b>Optimal Interview Prep</b>   | <b>Due Date:</b> |
| <b>Module 3</b> | <b>Optimal Website Builder</b>  | <b>Due Date:</b> |
|                 | <b>Final Interview: Face to Face</b> <ul style="list-style-type: none"> <li>• Interview Debrief</li> <li>• Placement Partnership Agreement</li> </ul>                 | <b>Due Date:</b> |

**\*Students must pass course prior to externship and graduation.**

We want you to have the tools necessary for today's competitive job market, Optimal Resume will give you an edge. It's essential that you begin using these tools as early in your SJVC career, so please visit <https://sjvc.optimalresume.com/> and click "**Create New Account.**" Once you're registered, you'll have access to all these modules.

**Congratulations! On starting CSS100!**