



## JOB SKILLS CERTIFICATE

The University of Delaware recognizes the importance of programs advancing the career development of its students. In order to receive the Job Skills Certificate, you will need to complete the following programs by the end of the semester. As you complete your programs, be sure to obtain a signature from the assisting staff member on your checklist. Completing the Certificate advances your career development and may be reflected on your resume.

For a list of programs go to [www.udel.edu/CSC](http://www.udel.edu/CSC) and click on "All Career Events". If you have any questions, please contact Career Services at 302-831-2392.

Student Name: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

**\*\* Submit completed form to Lynn Jacobson at Career Services, 401 Academy Street, to receive your certificate.**

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**BLUE HEN JOBS ORIENTATION WORKSHOP**

Date Completed: \_\_\_\_\_

Signature of Facilitator/Career Services Staff: \_\_\_\_\_

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**JOB SEARCH RELATED WORKSHOP** (Choose one of the following – look at our calendar for dates)

- Job Search Strategies: How to Find the Job You Want
- Career Stimulus Plan: Developing & Implementing Effective Job Search Strategies
- How to Get a Job in a Downturned Economy

Date Completed: \_\_\_\_\_

Signature of Facilitator/Career Services Staff: \_\_\_\_\_

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**INTERVIEW SKILLS PREPARATION WORKSHOP**      OR       **MOCK INTERVIEW**

(To sign up on the "Mock Interview" schedule, go to [www.udel.edu/CSC](http://www.udel.edu/CSC) and click on "Schedule an Appointment")

Date Completed: \_\_\_\_\_

Signature of Facilitator/Career Services Staff: \_\_\_\_\_

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**RESUME AND COVER LETTER WRITING WORKSHOP**      OR       **RESUME REVIEW**

(Resume Reviews occur every Wednesday from 12pm – 7pm at Career Services, 401 Academy St., no appointment necessary)

Date Completed: \_\_\_\_\_

Signature of Facilitator/Career Services Staff: \_\_\_\_\_

*\*\* You will receive a certificate upon completion of the Program, although it is not reflected on your University of Delaware transcript. This Certificate is established by the Career Services Center and is not part of any academic program nor guarantees your success in finding a job.*