

## Career Services Needs Alumni Volunteers in September

Below are 2 opportunities for alumni to help Career Services in September 2009.

### 1. Review and provide feedback on students' resumes.

**Dates:**

**Monday, Sept. 7 (this is Labor Day but the College is open) through Friday, Sept. 11, 2009.**

**Time:** Morning Sessions 9 am to 12:30 pm or Afternoon Sessions 1:30 pm to 4:45 pm

**Location:** Alvarez 414, Office of Career Services, Davidson College

**Procedure:** Pick a morning or an afternoon. You will meet with students individually during their 30 minute assigned slot and provide feedback on their resumes. You will receive resumes 24 hours before you are scheduled on campus to allow you time to review resumes before meeting with the students. You will also receive a resume critique handout to guide you in your assessment.

To participate, contact Libby Westley, [liwestley@davidson.edu](mailto:liwestley@ davidson.edu), 704-894-2524.

### 2. Conduct mock interviews with students.

**Dates: Monday, Sept. 14 through Friday, Sept. 18, 2009**

**Time:** Morning Sessions 9 am to 1 pm or Afternoon Sessions 1:30 pm to 5 pm

**Location:** Alvarez 414, Office of Career Services, Davidson College

**Procedure:** Pick a morning or an afternoon. Students are assigned 45-minute slots. During the first 25-30 minutes you will ask the student interview questions that are commonly asked of candidates. The remaining 15-20 minutes are allotted for you to provide feedback about students' interviewing style including delivery of question responses, attire, body language, etc.

You will receive students resumes 24 hours before your are scheduled on campus so that you have time to preview resumes before meeting with students. You will also receive a handout with guidelines for giving interview feedback.

To participate, contact Libby Westley, [liwestley@davidson.edu](mailto:liwestley@ davidson.edu), 704-894-2524.