Dear FYI Faculty,

Career Services is pleased to support your endeavors as you teach the First Year Inquiry course. Each semester Career Services offers a wide variety of special programs and workshops to support students and faculty. This semester we are including a presentation about the services provided by the office with a special emphasis on how first year students can utilize the Career Services. This presentation will be held at both FYI common times on Friday, October 3rd and again on Friday, November 7th in Spagnuolo Hall. Please feel free to bring your FYI class to one of these sessions.

We also have developed a range of programs and initiatives specifically targeted toward First Year students. These include:

- Freshman Walk-in Hours in Career Services
- Three career panel presentations featuring alums and professionals working in a variety of fields.
- A freshman career newsletter
- A Facebook page [www.facebook.com/FPCareerServices](http://www.facebook.com/FPCareerServices) with information on events, job postings and helpful resources and articles
- A job board [http://www.franklinpierce.edu/jobbase/](http://www.franklinpierce.edu/jobbase/)

One of my roles in Career Services is to serve as the liaison to the freshman class in an effort to help them learn about potential career options and to make informed decisions about those career paths that will be a good fit with their interests, skills and values. While Rosemary Nichols works primarily with the upper class students, she is also available to provide support to you as well. Either of us are available to make a presentation to your class. We can provide a 5 minute, or a whole class presentation, on any of the following topics:

- Overview of the Career Center and services (also available at the large group presentation on October 3rd and again on November 7th)
- Choosing a career or major
- Researching career options
- Tips on writing resumes and cover letters
- Job search strategies
- Tips on locating internships and summer jobs
- Informational interviews
- Job and Internship interviews
- Alumni networking
- Social media and LinkedIn as career tools
- Creating a LinkedIn profile
- What employers look for in potential candidates

We would also be happy to present on other career topics you feel may be helpful to your students. If you need to be out of class on a particular day, consider scheduling a career presentation instead of cancelling class. We will gladly fill in for you.

Our office is conveniently located in the Lloyd & Helen Ament Astmann ’69 Career Center on the second floor of New Hampshire Hall in the Freshman Living Area. The Career Center is open 8:00am-4:30pm, Mondays–Fridays. Staff is available to work with students through individual appointments,
and/or phone or email consultations. Faculty are also welcome to schedule a time to bring their class to visit the Career Center and hear a brief overview of services.

We will be providing all FYI faculty with a list of the fall programs and workshops specifically geared to our freshman students later on in the summer.

We look forward to working with you this fall.

Thank you,
Ann Goodrich-Bazan