



**Mississippi  
College**  
A CHRISTIAN UNIVERSITY

## **Career Readiness Education Workshop**

**Fee for this course is \$50.**

**Fee includes “YouScience” Assessment and course materials.**  
(Some “homework” may be required between sessions.)

**Wednesday, March 22, 2017; 6:00 p.m. – 8:00 p.m.**

**Thursday, March 23, 2017; 6:00 p.m. – 7:30 p.m.**

**Learn the basics of:**

- ❖ **Document Construction** for Resumes, Cover Letters, References
- ❖ **Interviewing**
- ❖ **Professionalism**
- ❖ **Job Searching Techniques and Social Media**

Instructor **Jim Miller** earned his B.A. in Political Science and History from the University of Mississippi and also holds an M.S. in Higher Education Administration. Jim currently serves as the Director of Employer Relations & Events in Career Services at Mississippi College.

Instructor **Stephanie Gandy** earned her B.S. in Communication with an emphasis on Public Relations from Mississippi College and her M.A. in Communication from Auburn University. Stephanie currently serves as the Director of Student Employment and Internships.

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### **Career Readiness Education Workshop Registration Form**

**REGISTRATION DEADLINE: March 10, 2017.** Please keep in mind that the class could possibly fill before the registration deadline. Space cannot be reserved without payment. Refunds cannot be issued after the registration deadline.

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

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

Mail (With \$50 course fee) To: Career Readiness Education Workshop  
Mississippi College  
Box 4031  
Clinton, MS 39058

**For more information call 601.925.3263 or email [cbvance@mc.edu](mailto:cbvance@mc.edu)**

**Withdrawal and Cancellation Policy:** If a choice is made to withdraw from this course after having registered, in order to receive a full refund, this office must receive notice by phone or in writing at least **one week prior to the beginning of classes**. No refunds will be given after classes have begun. Mississippi College reserves the right to cancel any course for which there is not sufficient enrollment. Should a course fail to make or be cancelled by Mississippi College for any reason, a full refund will be made.