

RESUME WRITING WORKSHOP

First Prescreening Deadline: October 4, 1974.

WHAT FOR? Improving effectiveness in writing resumes.
WHO FOR? All students, particularly seniors attempting to meet pre-screening deadlines for job applications early this fall.
WHEN? September 30, 1974 - 10:00 a.m. - 12:00 noon and 2:00 p.m. - 4:00 p.m.
WHERE? Room 303, Tilley Hall
MORE INFORMATION? Contact Counselling Services, Annex 'B' or telephone 453-4820/21, or Canada Manpower Centre on Campus, Annex 'B', telephone 453-4668.

DEAN OF STUDENTS

WHO? Professor Barry Thompson.
WHAT FOR? Any Student problems. Groups or individuals.
WHEN? Office Hours: 8:30 a.m. - 5:00 p.m.
WHERE? Memorial Student Centre, Room 8.

CAREER COUNSELLING

WHO FOR? All students, Freshmen and Sophmores are particularly invited.
WHAT FOR? Discussion. Interest, ability and personality testing. Career & Educational information library.
WHERE? Counselling Services, Annex 'B'.
WHEN? Any weekday, 8:30 a.m. - 5:00 p.m.
HOW MUCH? A \$5.00 deposit refunded upon completion of tests.
INTERESTED? Drop in or phone Counselling Services at 453-4820 or 453-4821 for an appointment.

MASTER OF BUSINESS ADMINISTRATION PROGRAM

WHAT FOR? How to select a Graduate Programme. The Graduate Business Test MBA Programmes. Hospital Administration Programmes. MPA Programmes and the Public Service.
WHO FOR? All students; a degree in Business or Commerce is NOT a prerequisite.
WHERE? Room 303, Tilley Hall.
WHEN? September 30, 1974 at 7:30 p.m.
WHO'S SPEAKING? Dr. David Banner, Professor A. Laughland, Dr. Joseph Rose, Mr. W.B. Beatty (Administrator of Everett Chalmers Hospital), Mr. J.F. O'Sullivan (VP-Administration & former President Institute of Public Administration of Canada.)
MORE INFORMATION? Inquire at Counselling Services, Annex 'B' or telephone 453-4820 or 453-4821.

PERSONAL DEVELOPMENT AND COMMUNICATION WORKSHOP

WHAT FOR? Improving interpersonal and communication skills. (Each workshop limited to 12 participants.)
WHERE? Counselling Services, Annex 'B'.
WHEN? Most weekends, Friday 4:00 p.m. - Sunday 10:00 p.m.
HOW MUCH? A \$5.00 deposit refunded if all sessions attended.
INTERESTED? Inquire at the Counselling Service, Annex 'B' or phone 453-4820 or 453-4821.



**Canada
Manpower
Centre**

CANADA MANPOWER CENTRE ON CAMPUS

September 30 - Canada Day
Public Service Commission Briefing Session
October 17 - P.S.C. Briefing Session
Foreign Service Examination
October 22 & 23 - P.S.C. Examinations
Administration & Foreign Service

Lists of recruiters scheduled for October are available now at Annex 'B', Room 12.
For complete information keep in touch with the CMOC.