



2010 Conference Career Services Center

The 2010 Career Services Center will once again offer the opportunity to gain free, valuable, on-site job search and employee placement assistance. Job boards, mock video interviews, coaching sessions and résumé critiques will again be available. **Be sure to bring plenty of copies of your résumé to Conference this year and stop by the Career Services Center, located within the Member Services Center, to take advantage of these special complimentary services:**

ClubCareers Onsite: Stop by the CyberCafe, located within the Member Services Center, and check out the ClubCareers Web site, www.clubcareers.org. You can look at online job postings, post your résumé, set up a weekly job update e-mail or register for the coaching newsletter. With staff on hand to provide assistance and answer any questions, it a great time to try something new on the ClubCareers Web site or maybe make your first visit.

Résumé Review: Submit your résumé for a special, Conference-only complimentary résumé review by staff from *ConvincingRésumé.com*. Résumés will be reviewed and returned within one month of Conference with suggestions on how they may be revised and improved.

Job Boards: Current, vacant club positions – from General Manager/COO to internships will be posted. Openings will be posted the same day of submission, free of charge, for all conference attendees to view. This on-site assistance will help managers, club boards and search committees effectively fill management positions and will give managers and students looking for new positions a vehicle to convey their interest to clubs posting positions by leaving their resumes and potentially, interviewing onsite. To place an advertisement on the job boards, simply fill out and fax back the application that is mailed with the Conference Education Brochure (please contact the National Headquarters for a copy of the this application).

Mock Video Interviews: This service allows CMAA members to practice their interview skills with a colleague and have it critiqued and video taped. Members can repeatedly reference this DVD interview tool when preparing for the real thing. CMAA members and student members can schedule a mock video interview time slot before and during the Conference.

Coaching Sessions: This is a unique opportunity to experience a one-on-one coaching session. Coaching is a highly effective way to learn and make significant changes to attitudes, beliefs and behavior. Mr. Kevin MacDonald, professional success coach and former club manager, will conduct 45-minute complimentary sessions that can be scheduled before and during Conference and are available on a first come, first served basis.

Career Opportunity Showcase: Another avenue for finding employees and interns at Conference is through the Career Opportunity Showcase. This year's event will be February 10, 12:30 p.m. – 2:30 p.m. This job fair is designed for club managers and CMAA student members to network and meet to discuss prospective employment. Networking tables will be available for managers and students to conduct interviews. Last year more than 100 clubs and more than 400 students from around the world were present to network for internships and first-time employment.

Please be on the lookout for further information regarding schedules, locations and details about the CMAA Career Services Center and related Conference programs. Please contact, Christian Thom, manager, Career Services, at (703) 739-9500 or e-mail christian.thom@cmiaa.org with any questions.