Hello from Natasha and Sarah at CCE! Winter break is approaching and I’m sure many of you are planning to use the downtime to apply for jobs and summer internships. Join us THIS week for Undergrad Career Prep Week for a series of career workshops designed to help you kickstart your job and internship search. Learn insider tips on a range of topics from writing a resume and cover letter that’ll get you hired to navigating LinkedIn to get connected with CU alumni. All workshops will be held from 12:30-1p.m. Attend one or attend them all!

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**SCHEDULE OF EVENTS**

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
<th>Time</th>
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<tbody>
<tr>
<td>LionSHARE</td>
<td>Mon, Dec 5</td>
<td>12:30-1pm</td>
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<tr>
<td>Resume &amp; Cover Letters Co-sponsored by ASME</td>
<td>Tues, Dec 6</td>
<td>12:30-1pm</td>
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<tr>
<td>LinkedIn Profile Development Co-sponsored by ESC</td>
<td>Wed, Dec 7</td>
<td>12:30-1pm</td>
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<tr>
<td>Building a Professional Network Co-sponsored by GSSC and CESC 2020 Grad Council</td>
<td>Thurs, Dec 8</td>
<td>12:30-1pm</td>
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<tr>
<td>First Years Only: Internships &amp; Externships Co-sponsored by CCSC 2020 Grad Council</td>
<td>Fri, Dec 9</td>
<td>10:30-11:30am</td>
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<tr>
<td>Interviewing Skills Co-sponsored by GSSC</td>
<td>Fri, Dec 9</td>
<td>12:30-1pm</td>
</tr>
<tr>
<td>All Undergrads: CEC Summer Programs</td>
<td>Fri, Dec 9</td>
<td>3-4pm</td>
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All events will be held in the CCE Conference Room, East Campus, Lower Level Questions? Contact us at 212-854-5609 or careereducation@columbia.edu.

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**CCE EMPLOYER NEWS**

This is Courtney from the Employer and Alumni Relations team with an update from one of CCE’s employer partners, Teach for America (TFA). TFA seeks to recruit graduating students from Columbia for their corps of teachers to create a new generation of diverse, intelligent, and thoughtful leaders. Start an application today. **The next deadline is this Friday, Dec. 9!** If you have questions, reach out to Liza Lucky at liza.lucky@teachforamerica.org.

Join TFA alumni for a Networking Happy Hour: Tuesday Dec. 6 from 6-7:30p.m. at Bernheim + Schwartz (heavy apps served). RSVP here.
TIP OF THE WEEK

Did you know that CC and SEAS Financial Aid recipients can apply for a Work Exemption Program (WEP) grant to waive work study requirements in order to pursue unpaid internships, research or volunteer work? Learn more about the WEP application process here. The deadline to apply for Spring 2017 is Jan. 25.

CCE EVENTS & PROGRAMS

**Snapshot of Success**: Dec. 6, 4-6pm
Join CCE and Residential Life to get your headshot taken for LinkedIn, personal branding, and other career-related purposes as you search for summer internships and full-time jobs!

**Interested in a summer internship? Check out CCE’s Internship Programs**
Attend our information session on Friday, Dec. 9 to learn more about the benefits, visit our website, and view a list of all positions or LionSHARE by searching the program label.

**Are you a first year looking to learn more about gaining professional experience?**
Attend Internships, Externships and First-Year Partnerships on Friday, Dec. 9 to learn about gaining experience while at Columbia and also our Columbia Exploration Externship program.

**Seniors!** CCE is considering offering a 6 session meetup group in the spring semester to help you navigate the post-graduation job search. Is this something in which you would consider participating? Please take a minute to let us know!

LIONSHARE OPPORTUNITIES

**Optimize your LionSHARE profile so employers can find you!**

1. Go to “View Your Profile” on the top left. Click on the pencil icon/"Primary Education" and complete this section to be matched to internship/job qualifications.
2. From "View Your Profile,” go to “Account,” then “Notification Preferences,” and make sure you are made aware of vital information regarding interviews and events.
3. Complete “Your Career Interests” to get relevant jobs, events, and resources pinned to your LionSHARE homepage.

Employers are posting positions every day! The jobs and internships below are a small sample of the thousands currently available. View details via the links and log on to LionSHARE to apply today. Refer to our LionSHARE FAQs for details.

**Select Full-Time Opportunities**

The jobs listed below expire between **Dec. 11** and **Jan. 1**.

- Chiffert Engineering P.C. - AutoCad/Revit Draftsperson (#476752)
- AlphaSights - Client Protection Associate (#520177)
- Konare Law - Legal Assistant (#547815)
- Strategic Financial Solutions - Account Manager (#549161)
- inGenious Targeting Laboratory - Tissue Culture Specialist (#549271)
Select Internship Opportunities

The internship opportunities listed below expire between Dec. 11 and Jan. 31.

- Columbia Business School - Research Associate (Accounting, Finance, DRO, Marketing, Management) (#537818)
- Williams-Sonoma, Inc. - Web Production Coordinator - West Elm (#536764)
- Louis Vuitton - PR Intern (#501140)
- Dow Jones - Summer 2017 Customer Experience Design Internship (#471404)
- Robert Daniel Jones Memorial Shelter - Communications and Advocacy Intern (#423315)
- Thames & Hudson - Publicity and Marketing Intern (#550271)
- Open Systems Technologies - Research Intern (#540369)
- Personal Blackbox - Digital Content Writer (#490092)
- Columbia University Medical Center - Web/Applications Developer (#410903)
- The Peoples Improv Theater - Education Intern (#425291)

CALENDAR AT A GLANCE: DEC. 5-9

<table>
<thead>
<tr>
<th>MONDAY</th>
<th>TUESDAY</th>
<th>WEDNESDAY</th>
<th>THURSDAY</th>
<th>FRIDAY</th>
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<tbody>
<tr>
<td>5</td>
<td>12:30-1p.m. Undergrad Career Prep Week: LionSHARE</td>
<td>12:30-1p.m. Undergrad Career Prep Week: Resume and Cover Letters</td>
<td>12:30-1p.m. Undergrad Career Prep Week: LinkedIn Profile Development</td>
<td>10:30-11:30a.m. Internships, Externships, and First Year Partnerships with CCE</td>
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<td>1-4p.m. Quick Questions</td>
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<td>1-4p.m. Quick Questions</td>
<td>12:30-1p.m. Undergrad Career Prep Week: Interviewing Skills</td>
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<td>4-6p.m. Snapshot of Success</td>
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<td>1-4p.m. Quick Questions</td>
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<td></td>
<td>3-4p.m. CCE Summer Internship Programs Info Session: CEO, CCASSIP, CU GO, SCCEN &amp; STEP</td>
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ADDITIONAL EVENTS & OPPORTUNITIES

For details on the opportunities below, CLICK HERE.

- Center for Communication - Upcoming OnLocation: Horizon Media on Dec. 6.
• Lime Connect Dialogue on Disclosure Webinar on Dec. 13. Please submit any closed captioning requests by Dec. 9 at 12p.m. EST.
• Blind Applying - Top employers offer secret international internships. Apply by Dec. 11.

Interested in meeting with a counselor? Want more information on employers or industries? Please visit: careereducation.columbia.edu or email us at: careereducation@columbia.edu.

This message is sent to all registered Undergraduate students on behalf of the Columbia University Center for Career Education.