

# Steer Your Career

Career Services  
Newsletter  
Volume 5, Issue 2  
October 2006

## OCTOBER'S WORKSHOPS

### BEYOND THE BACHELOR'S DEGREE

TUESDAY, OCTOBER 3  
7:00 P.M. IN ULMER 201  
IS GRADUATE SCHOOL  
IN YOUR FUTURE?



### WRITING THE PERFECT RESUME

TUESDAY, OCTOBER 17  
7:00 P.M. IN ULMER 201

ALREADY HAVE A RESUME?  
BRING IT ALONG TO BE  
CRITIQUED AFTERWARDS!



### INTERNSHIPS

TUESDAY, OCTOBER 10  
7:00 P.M. IN ULMER 201  
WHAT? WHERE?  
WHY? HOW?



### INTERVIEWING TO WIN

TUESDAY, OCTOBER 24  
7:00 P.M. IN  
ULMER 201



## October's Off-Campus Events

### PENN STATE UNIVERSITY GRAD FAIRS

**LAW SCHOOL DAY** - Tuesday, October 17 in HUB- Robeson, Alumni Hall from 3:00 p.m. to 6:00 p.m.  
**MED SCHOOL DAY** - Thursday, October 19 in HUB- Robeson, Heritage Hall from 2:00 p.m. to 5:00 p.m.  
**GRAD SCHOOL DAY** - Thursday, October 19 in HUB-Robeson, Alumni Hall from 3:00 p.m. to 6:00 p.m.  
For more details visit the website by clicking *here*. Questions? E-mail [jcp246@sa.psu.edu](mailto:jcp246@sa.psu.edu)

### CENTRAL PA FALL TEACHER JOB FAIR

Tuesday, October 31 at Penn Stater Conference Center, State College. 9:00 a.m. to 1:00 p.m.  
Open to all candidates. No fee or pre-registration required for students/candidates. Sponsored by LHU and PSU. For more information, click *here*.

### *Drexel University College of Law Online Student Chats*

*Thursday, October 19 from 5:00 pm - 7:00 pm*

The College of Law Student Ambassadors invite you to join an upcoming online chat to learn more about Drexel University College of Law. During this session you can ask the Ambassadors about their experiences as Drexel students ; The next class beginning fall 2007; The Juris Doctor (JD) degree program and its unique academic concentrations and joint degrees ; Co-op placements; Admission requirements; Scholarships and financial aid. [Register Now](#)

### Networking Contacts

Don't be afraid to ask if they know of any openings. A lot of jobs aren't advertised everywhere, but you may talk to people who know people who could help you out.

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|---|--|
| <ul style="list-style-type: none"><li>• Family Friends</li><li>• Relatives</li><li>• Neighbors</li><li>• Professors</li><li>• Alumni</li><li>• Former Employers</li></ul> | <ul style="list-style-type: none"><li>• Prominent Community Members</li><li>• Former Co-workers</li><li>• Your Physician</li><li>• Local Politicians</li><li>• Business Executives</li></ul> |
|---|--|

CollegeGrad.com recently released the results of what employers want most in hiring new college grads. The criteria ranked as most important are as follows:

- 37%- The student's major
- 25%- The student's interviewing skills
- 16%- The student's internship/ experience
- 6%- The student's GPA
- 4%- The student's computer skills

## 10 Biggest Resume Mistakes

1. Failing to attach a cover letter  
It gives a recruiter the impression that you are unprofessional and lazy.
2. Failing to customize your resume to the job you are applying for  
Your resume will seem generic and you will most likely be skimmed over by the recruiter.
3. Failing to catch typos  
Mistakes on your resume will call into question your attention to detail.
4. Submitting a resume that is more than two pages long  
List the basics, not your life story.
5. Listing reasons for leaving your current and past jobs  
This topic should be handled at your job interview.
6. Including your salary requirements  
It is too soon to bring up the money issue if you have not landed the job yet.
7. Using distracting fonts, graphics or formats  
Even if you are applying for a graphics job, it is not a good idea to do an elaborate design.
8. Including hobbies and interests  
On paper, you should present yourself as someone who is all about work.
9. Lying  
You will eventually be caught in an uncomfortable situation, and you will come off as a dishonest person.
10. Dropping names of politicians, celebrities and business moguls  
This never comes off right. Surprisingly, people do it all the time.



Information courtesy of *Equal Opportunity Employment & Education*,  
Summer 2006

Not sure if your resume is good? Feel free to bring your resume to the Career Services Office for critiquing and help!

# Meet the Peer Career Facilitators



From Left to Right: Brandy Rissmiller, Jessica Lavender, Autumn Riley and Hannah Thompson

## Hannah Thompson

Junior, Social Work with a minor in Leadership Studies

*Favorite Food:* Stuffing and Swiss Cake Rolls

*Favorite Hobbies:* Hanging out with housemates and sorority sisters

*Favorite Movie:* Breakfast Club and Thirteen

“I think people should come to the office because we have a lot of resources that are helpful and we are always willing to help.”

## Jessica Lavender

Senior, Special Education/Elementary Education with a minor in Reading

*Favorite Food:* Chinese

*Favorite Hobbies:* Anything with art or crafts

*Favorite Movie:* Boondock Saints

“I think students should come to the office because it can help greatly with resumes. Although we are students we understand how resumes work and what employers are looking for.”

## Brandy Rissmiller

Senior, Communication Media

*Favorite Food:* Chocolate Chip Pancakes

*Favorite Hobbies:* Watching NASCAR, reading and being with friends

*Favorite Movie:* Gone With the Wind

“I think students should use our office because it has a lot of information that is helpful for internship and job searches. We have various listings and links on our website.”

## Autumn Riley

Junior, Psychology

*Favorite Food:* Homemade Pierogies

*Favorite Hobbies:* Taking pictures, reading and sports

*Favorite Movie:* Pirates of the Caribbean and The Little Mermaid

“Students should come to the office because there are a lot of things that we can help with that the students are unaware of.”

## Enthusiasm!

The key to a great interview is enthusiasm. Here are some helpful hints when you arrive at that dream job interview:

- Be extra courteous
- Offer a professional greeting with a firm handshake
- Show respect for the manager's position
- Show that you're curious
- Show that you've done your homework. Be knowledgeable about the organization — its products and/or services
- Have a sense of humor
- Show a little empathy



The Job Hunting Handbook

## What NOT to Wear to an Interview

### Women

- Heavy makeup; Wild nail polish
- Jewelry that dangles; More than one set of earrings; Other facial piercings
- Open-toes or backless shoes
- Bare legs - **Wear stockings in neutral colors**
- Short skirts - **Hemlines should not be more than 3" above the knee**
- Revealing tops - **Showing cleavage is inappropriate**

### Men

- Out-of-date suits
- White socks; sandals; sneakers
- Earrings; Other facial piercings

# Top 10

If you're currently pondering what to settle on as your major— or even if you're just curious about other majors— here's a list for you.

The Princeton Review recently listed the top ten most popular majors.

1. Business Administration and Management
2. Psychology
3. Elementary Education
4. Biology
5. Nursing
6. Education
7. English
8. Communications
9. Computer Science
10. Political Science



## Federal Government— A Good Place to Begin your Career

The federal government has placed seven agencies in the top 55 of the "Best Places to Launch a Career", a recently-released report from BusinessWeek.

- #6 State Department
- #32 Central Intelligence Agency
- #38 Peace Corps
- #39 Internal Revenue Service
- #41 National Aeronautics & Space Administration
- #48 Comptroller of the Currency
- #51 Patent & Trademark Office

To read the article and the rankings click [here](#).



*Looking for an on-campus or local job?*

*Opportunities are posted on the Career Services website. Be sure to check back often for updates.*

## Fall Semester Office Hours:

**Monday & Tuesday: 8:00 a.m. to 6:00 p.m.**  
**Wednesday– Friday: 8:00 a.m. to 4:00 p.m.**

## VIRTUAL CAREER FAIR!

AfterCollege.com is hosting a Virtual Career Fair this fall. Many of the nation's top employers will be recruiting for internships, co-ops and full-time positions.



### The fair will have:

- Up-to-date job opportunities
- Exclusive corporate insights
- Recruiter contact information

### At each of the companies' booths you can:

- Research and apply to multiple internships and job opportunities
- Take a closer look at corporate cultures
- Ask recruiters any questions you may have

*The Virtual Career Fair will be live  
Wednesday, November 1 through  
Friday, December 1.*

*For more information visit the website  
by clicking here.*

## WEBSITE OF THE MONTH

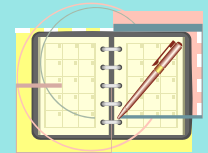
### Occupational Information Network

O\*NET Online allows students to find occupations using keywords, job families, or by viewing a complete list. Students can assess their skills and find matching occupations.

Visit the website by clicking [here](#) to find out the latest information about high growth industries and to search for professions.

## PLAN AHEAD!

On Tuesday, November 7th Baltimore Life Company will hold on-campus interviews for their insurance company.



Ideal agents are energetic self-starters responsible for meeting with prospective and existing customers to discuss their personal insurance needs and develop a plan to satisfy these needs.

The ideal candidate will have a college degree or equivalent experience, be licensed to sell life and health insurance, or be willing to pursue a license.

If interested, please submit your resume and sign up for an interview in Career Services, Akeley Hall Room 114.