



# Career Connections

Volume 8, Issue 2

Career Services Newsletter

October 2009



## FALL PRESENTATIONS



<p>Tuesday, Oct. 6 7:00 pm Akeley 114</p> <p><b>BEYOND THE BACHELORS' DEGREE: Is Graduate School in Your Future?</b></p>	<p>Tuesday, Oct. 13 7:00 pm Akeley 114</p> <p><b>HOW TO CONDUCT AN EFFECTIVE JOB SEARCH</b></p>	<p>Wednesday, Oct. 14 7:00 pm Akeley 114</p> <p><b>INTERNSHIPS 101: Learning Beyond the Classroom</b></p>	<p>Tuesday, Oct. 20 7:00 pm Himes 114</p> <p><b>WRITING THE PERFECT RESUME</b></p>	<p>Tuesday, Oct. 27 7:00 pm Akeley 114</p> <p><b>INTERVIEWING TO WIN THE JOB</b></p>
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### Experience Harrisburg

Thursday, October 22nd, 5:30pm - 9:30pm

Harrisburg Chamber of Commerce's twist on an internship/job fair. Click [here](#) for more information.

### Capital Region Internship & Co-op Fair

Tuesday, October 27th, 10:00am - 3:00pm

Click [here](#) for more information.

Need a ride? Sign up in Career Services.



### THINKING ABOUT GRADUATE OR PROFESSIONAL SCHOOL?

If so, you will probably have to take the **GRE, MCAT, LSAT or GMAT** as part of the admission process. If you took the required test today, how would you score? Take a **FREE practice test on campus** and find out!

The tests will be given on **Saturday, October 3rd** beginning at 9 am. in Raub Hall, 4th Floor. **To register**, go to [www.kaptest.com/practice](http://www.kaptest.com/practice), select the test (GRE, GMAT, LSAT, or MCAT) and then enter the Lock Haven zip code (17745). You may also call 1-800-KAPTEST to register.

**DON'T MISS OUT ON THIS COST-FREE, RISK-FREE OPPORTUNITY PROVIDED BY KAPLAN!!!**

### WEEKEND

### GRE TEST PREP COURSE AT LHU!!!

October 17 & 18

A complete preparation course for the Graduate Record Exam (GRE).

Registration Fee by Oct. 10th: \$335

Registration Fee after Oct. 10th: \$360

Click [here](#) for more information and registration form.

### 2009 Philadelphia Law School Fair

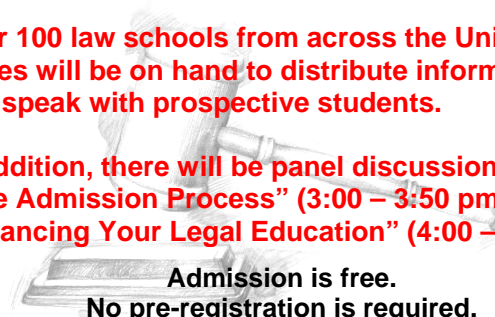
Wednesday, October 14, 2009

2:00 – 6:00 PM

Amtrak's 30<sup>th</sup> Street Station (North Waiting Room).

Over 100 law schools from across the United States will be on hand to distribute information and speak with prospective students.

In addition, there will be panel discussions on "The Admission Process" (3:00 – 3:50 pm) and "Financing Your Legal Education" (4:00 – 4:50 pm)



Admission is free.  
No pre-registration is required.

A recent CareerBuilder survey of 2,600 hiring managers showed that 45% are utilizing social networking sites to learn more about the people they are interviewing.

*What's on yours?????*

### FOCUS: A Career and Educational Planning Program

This is a program that LHU supplies for students to explore their possibilities. It is easy to use and a lot of help to those who need a jumpstart with their major or career planning. The FOCUS program is easy to use and constructed with five main components to help you. They are:

- Career Readiness
- Self Assessment
- Explore The Possibilities
- Career Portfolio
- Recommended Tools & Websites

All of these categories are in proportion to help and assist you in your questions, but the main section of FOCUS is the Self Assessment. This is where you can answer simple questions about your work interests, personality, skills, values and leisure interests. After this is complete, FOCUS will bring forth related information on your results.

All you have to do is sign up and you will be on your way.

Go to:

[www.lhup.edu/career/focuslogin.html](http://www.lhup.edu/career/focuslogin.html)

### GMAT PREP COURSE AT PENN STATE October 24 & 25

A complete preparation course for the Graduate Management Admission Test (GMAT). Fee: \$335

Click *here* for more information & registration form.

**Stop by Career Services and pick up your FREE copy of the "2009 Graduate School Guide" while quantities last. Also available online: [www.graduateguide.com](http://www.graduateguide.com)**



### Penn State Events in October

- ◆ **Grad School Day** - October 13, 11 am- 2 pm  
HUB-Robeson Center, Penn State  
Click *here* for more information.
- ◆ **Medical School Day** - October 14, 11 am- 2 pm  
HUB-Robeson Center, Penn State  
Click *here* for more information.
- ◆ **Law School Day** - October 15, 11 am- 2 pm  
HUB-Robeson Center, Penn State  
Click *here* for more information

### What to do when Nothing Happens.

If nothing happens during your job search don't forget the three "Re-s"

1. **Re-post your resume online**— When your resume is "freshly posted" you appear as a candidate who's actively pursuing a new job, which makes you more attractive to employers!
2. **Re-examine and revise your resume**— When you re-examine your resume and revise accordingly, you can remove limitations that may have kept the phone from ringing!
3. **Redouble your efforts!** - Anything worth having is worth working for!



-Rob Donlin— Guaranteed Resumes

### How-To-Study: Don't Let It Creep Up On You!

1. Know what class(es) you are studying for.
2. Find a place that has enough space for you and your books.
3. Have all your resources available to you: paper, textbook, pen, ruler, etc.
4. Make sure that place is comfortable but **NOT TOO COMFORTABLE!!!**
5. Keep away from distractions. If you need some background noise just keep the volume low.
6. Re-read material that you do not understand.
7. Pay attention to **bold** words, charts and graphs. Read the caption under the display, these can provide information explaining the picture.
8. Make flashcards. Rewriting helps keep the information fresh in your mind.



## Online Etiquette

It is important that you maintain a professional image for employers. Here are some tips to ensure that your online profiles remain professional for employers:

- Be sure to scan your Facebook, Myspace, etc. for anything that could be seen as questionable.
- Many institutions list a directory of their students' websites, so be thoughtful of these pages as well.
- Mark your profiles as private so only your friends can view it.
- Be sure that each photo album is marked to "Friends only" if you don't want your pictures to be seen by employers.
- If you use a personal email account on your resume, be sure that your username and domain are professional.

Be sure you are conveying the message you want your employers to receive!

Source: Association of College Unions International

Analyzing what you haven't got as well as what you have is a necessary ingredient of a career.

– Orison Swett Marden

## Tips for a Stand-Out Resume

1. **Tailor your resume for each position to which you apply.** *You will often have multiple copies of your resume for the different positions in which you are interested. Focus each resume on the skills needed for that position.*
2. **Remember that it is OK to be unique, but keep it professional.** *Refrain from using colored fonts, colored paper, graphics, or pictures on your resume.*
3. **Use an appealing format.** *Don't overcrowd the page by using too small of a font (no less than 10 pt.) or decreasing your margins too much (at least ½ inch).*
4. **Avoid Acronyms.** *Programs and language vary from institution to institution, so try not to assume that the person reading your resume knows what a particular acronym means.*
5. **When listing employment dates, include both the month and year of the beginning and end date to avoid any confusion about the length of your employment.** *If seasonal, you may list the season and the year.*
6. **Read 15 more tips at [ACUI career center](#)**

Do you want to major in  
Sport Administration?  
Do you know what you can do  
with this major?

## Career Areas to Consider

Amateur Athletics

Facilities and Event Management

Professional Teams and Leagues

Sport Merchandising

Leisure and Fitness

Sport Media

For more information on the options you have with this major, including potential employers and suggested strategies to maximize career opportunities, visit Career Services, Akeley 114, and pick up the handout: *What Can I do with this Major, Sport Management.* Handouts are available for other majors too!

According to the results of a report released by the Partnership for Public Service earlier this month, the federal government will need to hire **273,000 new federal workers** for mission-critical positions over the next three years.

Where the Jobs Are 2009

MISSION-CRITICAL OPPORTUNITIES FOR AMERICA



The majority of these positions are expected to fall into five broad fields:

- Medical and public health
- Security and protection
- Compliance and law enforcement
- Legal
- Administration/program management

These jobs, and those in other categories, cover almost all occupational fields and issue areas, and are located across the country and around the world. There are positions available for nearly all academic majors, interest areas and skill sets.

To learn which agencies are hiring, in what mission-critical areas and in what numbers, visit the [Where the Jobs Are Web site](#).

## Make best first impression:



## with a handshake!

Most interviews start with a handshake. Are you prepared to deliver a great first impression with this simple yet important part in the interviewing process?

### Pre-handshake prep:

1. Stand up!
2. Look the person in the eyes
- 😊 3. Smile
4. Extend hand and initiate shake
5. Release hand and return it to your side. (Note: don't wipe your hand off afterwards.)

**Tip:** Have nails well groomed. Wash and dry your hands. If your hands are sweaty, just wipe them off before hand. Also if you have rough hands, don't forget to put on lotion, but remember to make sure your hands aren't greasy.

### Offending handshake styles to stay away from:

- **No** "eternal handshakes"-a good handshake should only last a few seconds (3-4) and not longer
- **No** "knuckle crunching"- have a firm but not death grip
- **No** "half-way, only fingers"- you are most likely not a queen, so this is not acceptable
- **No** "wackiness"- no high fives, "bump its", or anything else that is not a formal handshake
- **No** "shoving, see-sawing, or jack-hammering"-have handshake movement controlled with your elbow and not your shoulder.
- **No** two-handed clasping

**Handshakes are to show you are confident. So go into an interview confident and make that lasting first impression.**

-ACUI Career Center

## Asking for a Recommendation

### 1. ASK SOMEONE WHO KNOWS YOU WELL

Don't simply think of those classes or projects in which you have done well: think of those instructors or supervisors who are most familiar with your work and achievements.

### 2. ASK EARLY

Instructors are invariably flooded with recommendation requests at the end of the semester.

### 3. ASK PERSONALLY

Don't simply send an email or leave a voicemail message.

### 4. VOLUNTEER INFORMATION ABOUT YOURSELF AND YOUR PLANS

### 5. SEND A THANK-YOU NOTE!

Don't wait too long to do this: a week or two is a good timeline.

- ResumeEdge.com

## Do's and Don'ts for Dressing for Success

### DO:

- **Have hair tidy- go light on hairspray and hair gel**
- **For women, keep nails short and wear a neutral polish**
- **Wear polished shoes- scuffs and scrapes give off a bad image**
- **For women, skirts and pants suits, skirts should be below the knee**
- **For men, dark and solid colors are most appropriate**

### DON'T:

- **Wear leather pants or jeans**
- **Wear bright, obnoxious colors**
- **Bathe in cologne or perfume**
- **Show off unprofessional facial piercings or body art**

-Southernct.edu

## What is the GRE?

The GRE is the Graduate Record Exam and is used by graduate schools as part of the admissions process. The scores allow them to compare the qualifications of applicants and assists in assessing grades and recommendations. Below is a table describing skills that are measured for each of the three main categories of the GRE.

Verbal Reasoning	Quantitative Reasoning	Analytical Writing
Analyze, evaluate, and synthesize information presented	Understand basic concepts of arithmetic, algebra, geometry, and data analysis	Articulate complex ideas clearly and effectively
Analyze relationships among component parts of sentences	Reason quantitatively	Examine claims and accompanying evidence
Recognize relationships between words and concepts	Solve problems in quantitative setting	Control the elements of standard written English

The GRE is a computer based test administered by Educational Testing Service (ETS) and it can only be taken at specific test centers. The test is run on a computer-adaptive program, which means the first question in both the Verbal and Quantitative sections is a question that the average student would get right. If you answer the first question correctly, the questions will get increasingly harder. This is what you want because receiving harder questions means you are doing well. You are allotted 4 hours to complete the test. The Analytical Writing section is always first, and you are given an issue task and argument task. For the Issue task 45 minutes is allotted where two topics are given to you and you pick one to write about your opinion on the issue. Then, for the Argument task 30 minutes is allotted where only one topic is given and you have to analyze what the author is conveying without giving your opinion on the issue. Next, the Verbal and Quantitative sections will come in any order. The Verbal is comprised of 30 questions and you have 30 minutes for this section. The Verbal section includes analogies, sentence completion, antonyms, and reading comprehension. Lastly, the Quantitative section is comprised of 28 questions and you have 45 minutes for this section. The Quantitative section includes quantitative comparison, problem solving, and graphs.

Now, after spending 4 hours completing this exam you must be wondering ,how is this exam scored? Both the Verbal and Quantitative Reasoning sections are reported on a 200-800 score scale in 10 point increments. The Analytical Writing score is reported on a 0-6 score scale in half point increments. Along with these scores, you are given your percentile rank which tells graduate schools what your scales are worth. For example, if your percentile rank on the Verbal section is 80 that means 80% did as well or worse than you did and only 20% did better. At the end of the exam, you will be asked if you would like to view your scores. This is said to be the hardest question on the exam because if you select "Yes" then your scores will be sent to 4 of the graduate schools you selected to receive your scores in the beginning. If you select "No", however, your scores will be canceled. For more information and to register for the GRE, visit <http://www.ets.org>

### GRE Word of the Month

#### **Juggernaut**

(n)- A massive and destructive force or object