

Steer Your Career

Career Services Newsletter

December 2006

Volume 5, Issue 4

Off-Campus Events

Wednesday, December 6 -- 4 p.m. to 7 p.m.
VASPA Teacher Job Fair

DoubleTree Hotel, Charlottesville, Virginia

At least 40 public school districts will be looking to hire for both mid-year and 07-08 vacancies. For more information, click [here](#), or contact Delores Creech at 571-252-1100.

Thursday, January 4 -- 9:30 a.m. to 3:30 p.m.

New Jersey Collegiate Career Day, Rutgers University

250 employers are expected to attend. Open to any college student or graduate. Positions for liberal arts, business, science and technical majors. For more information click [here](#) or e-mail Janet at jbernard@rci.rutgers.edu

Wednesday, January 10 -- 5 p.m. to 8 p.m.

Long Island Internship/Student Job Connection Fair
Huntington Hilton

At the fair you'll have the opportunity to meet and work with Long Island businesses, interview for internships or jobs, attend free seminars and receive a free resume review and interviewing skills tips. For more information visit their website.

Saturday, January 20
Philadelphia Zoo

The Philadelphia Zoo invites biology, animal science, zoo science, environmental science, zoology, environmental education and museum education students to the Zoo. At the zoo students can meet staff to discuss internship opportunities. Students will have a chance to hear from Zoo staff that supervise interns, ask questions pertaining to internships and take tours of the internship areas that involve animal care.

If interested please e-mail malone.maureen@phillyzoo.org to sign up to attend the session. For more information click [here](#).



Remember to check
out the Career Services
website for more
on and off campus events!

CAREERS 2007

Careers 2007 recruitment conferences are designed with the purpose of helping students find the right job or internship they want, with the employer they want!

[NORTHEAST, New York City](#)

January 5

Application Deadline: January 3

[SOUTHEAST, Atlanta](#)

January 15

Application Deadline: January 13

[MID-ATLANTIC, Washington D.C.](#)

January 29

Application Deadline: January 27

Reasons why attending Careers 2007 can help you accomplish your goals:

- At Careers 2007 you can conduct many first interviews in just one day. In fact, students who attended Careers 2007 reported they more than doubled their interview total by participating.
- Careers 2007 delivers results. During the past 20 years, over 100,000 students have attended their conferences, with over 51% receiving additional interviews as a direct result of their conference participation.

The staff will carefully review each student's application and resume and compare his/her interests and credentials to other students within the same major discipline.

Students whose interests and qualifications best match the requirements of participating employers are invited to attend. There is no charge to apply to be considered for a Careers 2007 invite, so feel free to apply! Visit their website for more information!



Congratulations December 2006 Graduates!
If you haven't already, please stop by the Career Services Office in Akeley 114 for your free graduation gift!



Online Application Process

It is becoming commonplace to apply for jobs online. Here are some tips for navigating through the online application process:

- Follow Directions. Be careful to enter the correct data in the correct field.
- Complete all fields— even those that aren't required.
- If the company offers an optional assessment test online, take it.
- In some cases, you may be asked to attach your resume to or paste it into the application. Make sure your resume can hold its own in a very simple format: fancy bullets, text, italics and bold do not convert well in an electronic application.
- If possible, spell check and grammar check your application before submitting it. It's important that your application be error-free because it may serve as the employer's first impression of you.
- Follow-up your electronic application with a personal e-mail to the recruiter. A follow-up phone call is acceptable only if the job posting or ad does not say, "No phone calls."

Students can use their winter breaks gathering information concerning internships.

One of the main questions regarding internships is "Why should I do one?"

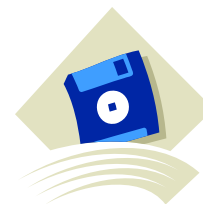
Here are a few reasons why a students should consider an internship.

- Interns gain practical experience in their chosen career fields.
- Internships give students the opportunity to work with qualified professionals.
- Internships enable students to make important contacts in the business world.
- Interns establish valuable contacts for letters of recommendation.
- Interns have a chance to "test" their career interests.
- Internships enable students to identify his/her strengths and weaknesses.
- Internships foster self-confidence.
- Interns acquire work experience to list on resumes and employment applications.
- Internships give students a feeling of responsibility and independence.

Information compiled from *Regional Internship Center*

Searching for a job is like having a full-time position: you need to make it the chief part of your daily life. Your job search will include:

- Documenting accomplishments
- Research
- Paper Work
- Telephone Calls
- Overviews and Interviews
- Networking
- Reading
- Developing a Marketing Plan
- Identifying Contacts
- Copying Materials



BusinessWeek's

'Best Places To Launch A Career'

1. Walt Disney *
2. Lockheed Martin
3. Deloitte & Touche
4. Goldman Sachs
5. Enterprise Rent-A-Car
6. State Department
7. Raytheon
8. General Electric
9. JPMorgan
10. Abbott Labs
11. Verizon
12. Ernst & Young
13. Google
14. National Instruments
15. KPMG
16. L'Oreal
17. Bain & Co.
18. Merck
19. Ameriprise Financial
20. Accenture

* If you're interested in participating in Walt Disney World's College Program, please contact Autumn Riley at ariley@lhup.edu for more information.

For the remainder of the top 50 best places to begin a career click *here*.

5 Interview Blunders

1.) **Bad-mouthing Past Employers**– Your last boss was an idiot? Everyone in the company was a jerk? You hated your job and couldn't wait to leave? Even if it's true, don't say so. It's sometimes a smaller world than you think and you don't know who your interviewer might know, including that boss who is an idiot. You also don't want the interviewer to think that you might speak that way about his or her company if you leave on terms that aren't the best.

2.) **Talk Too Much**- There is nothing much worse than interviewing someone who goes on and on and on.. The interviewer really doesn't need to know your whole life story. Keep your answers succinct, to-the-point and focused and don't ramble– simply answer the question.

3.) **Don't Talk Enough**– It's really hard to communicate with someone who answers a question with a word or two. So, even though you shouldn't talk too much, you do want to be responsive and fully answer the question as best you can.

4.) **Give The Wrong Answer**– Make sure you listen to the question and take a moment to gather your thoughts before you respond.

5.) **Forget to Follow Up**– Afraid you didn't make the best impression? Are you sure you aced the interview? Either way, be sure to follow up with a thank you note reiterating your interest in the position and the company.

Information compiled from *The About.com Guide to Job Searching*

Finding the right job for you takes many steps and involves just as many decisions.

Here is a checklist designed to help you along the way!

RESEARCHING CAREER OPTIONS

- ◆ Develop a list of career possibilities to research.
- ◆ Visit the Career Services library (Akeley 114) and utilize the internet to learn about various careers.
- ◆ Consider whether your desired career requires an advanced degree.
- ◆ Keep up with current trends in your field through trade publications, news/business magazines and newspapers.
- ◆ Identify employers interested in interviewing someone with your academic background and experience; create a list of three or more employers in the field you are considering.
- ◆ Use the internet to learn more about potential employers and check out salary surveys and hiring trends in your anticipated career field.
- ◆ Meet with faculty and alumni who work or who have worked in your field to talk about available jobs and the outlook for your field.

Check upcoming newsletters for more helpful hints in finding the right job!



"I found that the men and women who got to the top were those who did the jobs they had in hand, with everything they had of energy and enthusiasm and hard work."

-Harry S. Truman

WHAT CAN I DO WITH
THIS DEGREE?

ENGLISH

- **WRITING/EDITING:** Newspapers, Magazines, Internet Sites, Advertising Agencies, Colleges and Universities.
- **EDUCATION:** Public Schools, Private Schools, Colleges and Universities and Libraries.
- **PUBLISHING:** Special Interest Magazines, Trade Magazines and Sunday Newspaper Supplements.
- **PUBLIC RELATIONS:** PR Firms, Advertising Agencies, Trade Associations, Nonprofit Organizations and Government Agencies.
- **LAW:** Law Firms, Corporate Legal Departments, Government Agencies and Public Service Agencies.
- **BUSINESS/INDUSTRY:** Managements, Sales, Marketing, Human Resources and Insurance.

**Not an English Major? Not a problem!
Stop by Akeley 114 for a handout in any
field of interest today!**

Website of the Month

CAREEROVERVIEW.COM

Career Overview offers an abundance of useful and dependable career and job information provided by the U.S. Bureau of Labor Statistics and other primary resources. Students can peruse through the site's various links, which include:

- ◆ **Business Careers**– Accounting, Insurance, Management and Marketing
- ◆ **Tech Careers**– Engineering, Programming and Statistics
- ◆ **Health Careers**– Dental Hygiene, Nursing, Psychology and Pharmacy Technician
- ◆ **Service Careers**– Human Resources, Law Enforcement and Travel
- ◆ **Education Careers**– Administration, Special Education and Teacher Assisting

Office Hours

Through December 15th:

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

December 18 - 22: Monday - Friday, 8:00 a.m. to 4:00 p.m.

The office will be closed December 24 through January 1.

January 2 - 19: Monday - Friday, 8:00 a.m. - 4 p.m.

Evening hours will resume the week of January 22nd.



Applying to Grad School? Have you...

- Taken the necessary admissions tests and arranged for the scores to be submitted to the university?
- Ordered transcripts from all previous institutions attended and arranged for them to be delivered to the university?
- Arranged for letters of recommendation to be sent to the university?
- Checked for department-specific admissions criteria and requirements?
- Composed your personal statement or essay?
- Written your curriculum vitae?
- Completed the application form thoroughly?
- Submitted the application fee?



Source: GradSource 2007

Have a safe and enjoyable winter break!