

CAREER CORNER

October 2008



Issue 2



LVC JOB CENTER TIPS "HOME PAGE"



Last month's issue of Career Corner offered tips to navigating through the My Account tab at the top of your JOB CENTER account so that you could go in and update your profile and documents accordingly. However, there are some very helpful things found right when you sign in that shouldn't be skipped! Here are a few things to look for on your **Home Page**:

- Check out the *Announcements* section, right below the blue text, on your **Home Page**. Career Services staff regularly updates information on upcoming events, workshops, and resources to provide a snapshot of what we have to offer.
Note: Although we try to include as much as possible, the *Announcements* section shouldn't be used in place of browsing through the Career Events tab or Resource Library.
- If you continue scrolling down, you will find a *Resource Library* that is packed with information, tips, and guidelines on a variety of career topics.

We upload additional employer and internship information as well as a compilation of several area career fairs that you are welcome to attend. An extremely helpful folder to familiarize yourself with is JOB CENTER GUIDES, where you will find a copy of the Policy and Release agreement to read, and the Student Guide, an instructional sheet on how to use JOB CENTER to its fullest capacity.

Note: The *Resource Library* is also where you can check out past issues of Career Corner!

A final **Home Page** feature:

- Below the Resource Library is your personal JOB CENTER *Calendar*, which you are encouraged to utilize as often as you'd like. An added feature is the semester's Career Events that are automatically uploaded to remind you of what is coming up each week.

Career Services is on the Go!

Wednesdays

10:00am-11:00am

1:00pm—2:00pm

in the lobby of Lynch

Beginning this semester, Career Services is offering a new service as a way of being more available to students out on the LVC campus. Gwen Miller, the new Assistant Director, will be visiting Lynch once a week at the above times to talk to students about upcoming events,

answer any questions about Career Services, and introduce herself to students as one of the new additions to the LVC community. **It will be a way raise awareness of career programs and services and reach students who might be unfamiliar with our office location or unable to find time to schedule an appointment.**

Currently referred to as the "Lynch Office," Gwen will be set up at a table with her laptop and various Career Services brochures and event information.

Drop by and say hello!

Why drop by the "Lynch Office?"

- Register for a career event or workshop
- Get a brief orientation of JOB CENTER
- Get a quick resume critique
- Ask about *Career Connections*



IF YOU MISSED OUR SPEED INTRODUCTIONS WORKSHOP...

...Join us next semester! Speed Intros was a first-time program this semester to help students learn and practice effective '30 second commercials' to introduce themselves to employers. A mix of six employers, alumni, and LVC staff came out to give individual feedback to each participating student. Career Services was pleased with the group of students who attended and will be offering the program again in the spring. We hope to see you there!

What Employers Want...

Top 10 Qualities Employers Want:



1. Communication Skills-written and verbal
2. Teamwork/Interpersonal Skills
3. Initiative
4. Analytical/Problem-Solving Skills
5. Flexibility/Adaptability
6. Computer/Technical Skills
7. Detail-oriented/Organizational Skills
8. Leadership Skills
9. Self Confidence
10. Strong Work Ethic/Honesty/Integrity

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You've probably seen this list before and have been encouraged to develop these skills while simultaneously learning your coursework and concentrating on your major. Perhaps they seem like qualities that can be put on the back-burner until you start looking for a job, but keep in mind that there are reasons these fall on the 'top 10 list!' It is highly recommended that you develop and strengthen them all throughout your college career. Here are some reasons behind their importance and some tips on how you can ensure you have them:

1. Communication Skills are essential! Even if you are the most knowledgeable person in your field, no one will recognize it unless you are able to communicate your expertise effectively. During your job search process, you must have an effective cover letter and a clear resume, as well as a winning interview. Learning how to communicate your knowledge and skills effectively is usually the biggest challenge for job seekers - it is important that you start practicing your interview skills early through mock interviews, presentations, and Career Service's programs (such as Speed Intros) and begin working on a resume and cover letter early so that you have ample time to get it critiqued and perfect it.

2. Teamwork and Interpersonal Skills are necessary in every phase of life, especially in your job. In most working environments, collaboration is key. Take the opportunity to participate in different team projects while in college (classroom projects, organizations, clubs, sports, community service, etc) so that you are prepared for future partnerships and working in groups. Pay attention to the roles you play and the contributions you make!

3. Demonstrating initiative shows an employer a lot about the kind of person you are. They are looking for people who will work hard and bring new things to the table. Taking initiative shows that you are passionate about your job and can be counted on to develop the company further. Get involved with organizations on campus; this will portray you as a motivated person who takes initiative, teach you new things about your field, and can result in a life-long passion that you hadn't expected!

4. Analytical/Problem Solving Skills are necessary in every field. Whether you are troubleshooting a problem or researching a new idea, analytical skills are a must. You are already developing these skills through class projects and papers, as well as any organizations you are involved in or planning programs for. An excellent way of strengthening these skills is to think of the big picture, and then work through all the details to get there. You are likely to encounter problems along the way and can practice analyzing various solutions.

5. Flexibility/Adaptability are usually excellent words to describe most college students based solely on your constantly changing schedule! Employers like candidates who will be able to go with the flow and pick up new skills as the situation calls for it.

6. Computer/Technical Skills are a must in this age of technology. Most employers want someone who at least has a basic understanding of computers so that their company can keep up with the times. Learning more specific skills, such as website design and database software are always helpful. Although students today usually know more about technology than older generations, it is never too late to learn more!

7. Detail-oriented/Organizational skills are required, on some level, for almost every job. Employers want to know that you will get things done in an organized way so that you don't forget important details in a project or report. With so many classes taken at one time as a student, develop your organizational skills by color-coding, using planners and calendars, or any other method that helps you get things done.

8. Leadership Skills are just as important as working in a team. Employers look for candidates who display leadership qualities, so broaden your experiences by volunteering for an office in an organization/club, seeking out community service projects, or taking charge of your athletic team. Consider starting up a campus organization or creating a new program for an existing one. Possibilities are endless!

9. Self-Confidence is a requirement to effectively market yourself to employers. Being confident is noticed immediately by employers and is obvious in everything from your appearance to your posture, eye contact, voice, and walk. You exhibit self-confidence when you can thoughtfully articulate your strengths/achievements and manage your insecurities. Preparation is key to coming across as a capable, confident candidate!

10. A Strong Work Ethic and Honesty/Integrity should not be overlooked. Employers want someone who is reliable and trustworthy. Your first opportunities to portray these qualities come from submitting a truthful resume, following up in a timely manner, being early for interviews and information sessions, and having an overall professional attitude.