

CAREER CORNER

September 2008



Volume 1, Issue 1



LVC JOB CENTER TIPS "MY ACCOUNT"



Every LVC student is automatically put into our JOB CENTER system during their first semester. Though the initial registration is done, it is important to log in and familiarize yourself with everything the system has to offer. (You can get to JOB CENTER through MyLVC under Academic Resources.) To help you begin, here are a few tips for the **My Account** tab at the top of your JOB CENTER account!

- Every semester, update your *Demographic Information* and *Skills and Awards* sections by clicking on MY PROFILE under the **My Account** tab. *Note:* The Registrar's office updates your classification (i.e.: Fr, So, Jr, Sr...) at the beginning of the semester. This can take a few days...don't worry, just continue checking back periodically to make sure it gets updated.
- Always check the MY DOCUMENTS section under the **My Account** tab. Make sure your default resume is a general resume. (Career Services gives *approved* employers access to search through student resumes, so you want your default to be general, not titled for one company or class assignment.) *Note:* You can store as many

documents as you want, so feel free to upload tailored resumes for more specific positions/companies.

- Keep in mind that, although our office approves certain employers to search through resumes, you must have selected "Yes" for the Allow Employer Viewing question at the bottom of MY PROFILE. *Note:* If you select "Yes", make sure you have uploaded a resume in MY DOCUMENTS to be viewed!

A final tip for the **My Account** tab:

- Clicking on MY ACTIVITY under the **My Account** tab will allow you to view event RSPVs, schedules, referrals, and placements. You can keep track of upcoming events/programs that you previously signed up for, On-Campus Interviews that you have scheduled a time with, and employers that you have submitted your resume to (as well as any approved employers who have included your resume in their search). MY ACTIVITY is an excellent resource to remind you of your activities on JOB CENTER!

Let Me Introduce You to...Career Connections

Looking for a way to jump-start your networking pool? Get started through your JOB CENTER account by finding a mentor!

Career Connections is a collaboration between Alumni Programs and Career Services, **connecting current students with LVC Alumni to assist with career exploration and the job search process.**

Although this concept has been at

LVC since the mid-90s, our computer-based program was first launched in 2007 utilizing Career Service's JOB CENTER system. This past summer, Assistant Directors in both offices began working to continually improve this program for you!

As of the beginning of this semester, 290 alumni had filled out a profile volunteering to help students who contact them. **Take advantage of this service!** For assignments that require an informational interview

with an alum, check out our database! Also, for those seniors getting close to graduation, keep *Career Connections* in mind as a way to stay involved with LVC in the future.

Look for literature around campus and check out the Mentors (*Career Connections*) tab in JOB CENTER!



CAREER SERVICES IS ON THE GO!



Starting in October we will have a 'mobile office' in Lynch for quick questions and career help!

More info coming soon!

Look For:



Coming Soon:
Look for articles and career tips written by employers who recruit LVC students!

Taking Care of Business

Although it's barely the beginning of the fall semester and it feels like there is tons of time before graduation, be aware that there are plenty of things to do in a relatively short amount of time to prepare for your career. Find out all the resources at your disposal and don't be afraid to ask for help!

Career Planning Checklist for LVC students:

FIRST YEAR AND SOPHOMORE YEARS:

Explore the possibilities. Get to know the connection between your interests and potential careers or majors. Utilize key resources such as:

- FOCUS-2. A computer-assisted guidance instrument with assessment features.
- What Can I Do...? An online resource to help connect majors with careers.

Gather Information. Use printed, electronic, and people resources to assist you.

- Learn how to conduct an informational interview.
- Research majors at LVC.
- Access VAULT Online Career Library for career profiles and industry guides.

Connect with others. Begin to build a network of people early in your college career.

- Consult *Career Connections* mentors through your JOB CENTER account. These LVC alumni are willing and eager to "chat" with you and offer advice.
- Speak with a career advisor. They can help you narrow choices, define career directions, suggest resources, and teach you helpful strategies.

Start to build your professional profile.

- Sign on to JOB CENTER. Keep your profile current, stay informed and RSVP to career events & workshops.
- Become involved in campus clubs and organizations. Consider part-time jobs (on and off-campus) to begin developing work experience and good working habits and attitudes.

JUNIOR AND SENIOR YEARS:

Gain experience.

- Develop professional skills and learn what it's like to work in certain jobs/professions by consulting with mentors from *Career Connections*.
- Apply for internships or other part-time work that is related to your field.

Prepare for the transition to the world of work. Work on your communication and presentation skills.

- Construct a strong resume and a convincing cover letter. Practice your interviewing skills.
- Pick up a free copy of *Job Choices* magazine or *Job Handbook for Educators*.
- Attend career workshops and schedule appointments for resume critiques and mock interviews.

Plan for graduate school. Pay attention to the recommended graduate school planning timeline.

- Register for FREE practice tests for the GRE, GMAT, LSAT, MCAT, or DAT through your JOB CENTER account.
- Seek advice and critiques on personal statements and essays.

Find employment.

- Utilize JOB CENTER to find opportunities, apply for internships & positions, and network with alumni. Attend career fairs, participate in on-campus interviews and employer information sessions.
- Investigate job opportunities through our subscription to Current Jobs for Graduates and our Online Career/Job Information resources.
- Research employers; generate good questions for interviews.
- Choose professional references (be sure to secure permission to use them!)

Career Services Staff:
Sharon Givler, Director
Gwen Miller, Assist. Director
Laura Orme, Secretary

Phone: 717-867-6560
careerservices@lvc.edu



Check out this month's Expert Advice from Career Professionals: "Climb into your Career in Four Years!" for more tips. Available through your JOB CENTER Announcements section on the Home page!