

CAREER CORNER

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Issue 3



LVC JOB CENTER TIPS "JOBS & INTERNSHIPS"



Last month's issue of Career Corner offered tips to getting the most of the information on the Home Page of JOB CENTER so that you wouldn't pass things by on your way to other aspects of your account. This month I'd like to focus on the **Jobs & Internships** tab to make sure you know how to properly search for employment or internships! There are several things to keep in mind while checking out **Job & Internship** opportunities:

- If you would like to browse all positions currently posted on JOB CENTER, simply click the Search button (no other criteria needed). Positions will be listed in reverse chronological order; the most recent postings always appear first.
- You have the option of narrowing your search by selecting or typing choices in Type of Business, Position Type, your Major, Job Location, Job Category and Classification (Fr, So, Jr, Sr). You also can enter in keywords or the specific job ID#.

Note: The more you refine your search, the less positions you will see. Consider selecting just one search criteria and then narrow it down from there.

- Once you hit the Search button, you will be taken to a screen containing positions that match your criteria. You have the option to Change Criteria or Save Search on that screen.

Note: Saving your search can be particularly

helpful if you constantly select the same criteria. Your saved searches can be quickly accessed from the left hand column.

- When you have found a position of interest, be sure to read the full job description, qualifications, and application instructions. The application procedure is particularly important because some companies may ask you to submit a resume through JOB CENTER as well as fill out an application through their website.
- Positions that you are able to apply for directly through JOB CENTER will have a red Submit Resume option located on the top left side of the page. If you do not see this option, be sure to read the application instructions on the posting carefully to find out how to proceed.
- If you would like to apply to a company that is accepting resumes through JOB CENTER, you **must** have uploaded a resume into the MY DOCUMENTS section of My ACCOUNT. If you do not have a resume uploaded, a message will appear at the top of a job posting informing you that you do not have the required documents.

Note: If you have uploaded more than one resume (in order to tailor them to specific positions), you will have the option to choose which one goes to the employer once you click the red Submit Resume function.

The Career Services Staff wishes you a safe and happy holiday season!

Our office will close on December 23rd, 2008, and re-open on January 5th, 2009—we look forward to helping you with your career planning needs.

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Things to Look for in Spring 2009

This is not a complete list of upcoming Career Services programs & events. Look for emails, posters, and other publicity throughout the semester & check JOB CENTER regularly!

WORKSHOPS and PROGRAMS

Creating Your Resume-learn the basics of creating a resume

Speed Intros-an interactive workshop designed to let you practice introducing yourself to employers

Life in the Real World Boot Camp-an Alumni Services program designed to help prepare you for life after LVC.

GRADUATE SCHOOL TESTS

Kaplan Practice Tests - January 31, 2009 - Practice the GRE, GMAT, MCAT LSAT or DAT

Register through your **JOB CENTER** account
(available after January 1, 2009)

CAREER FAIRS

More information coming soon on JOB CENTER:

Central PA Employment Consortium (CPEC) Job and Internship Fair at the Radisson Hotel in Camp Hill, February 19, 2009

Teacher Recruitment Day (TRD) at Millersville University, April 1, 2009

THESE ARE GAS N' GO EVENTS!

Be entered into a drawing to win a gas card and travel mug by registering for and attending the event.



Career Planning for the Holidays

Somewhere between the **holiday baking**, family gatherings, **shopping for gifts**, extra shifts at work, and building snowmen, you *gotta* take a break! Right? Surely, there must be a few leisure moments where you can think about your future....

- Consider including a few career related items on your holiday wish list: a nice interviewing suit or professional pieces for your wardrobe, high-quality resume paper, a few graduate school application fees, etc...
- Pick up a complimentary copy of **JOB CHOICES** for leisurely holiday reading (they are in the racks by the stairs in the College Center). **No telling what good advice you might find inside to market yourself effectively and interview successfully. There are more tips for breaking into the job market, your rights and responsibilities as a job seeker, the pros and cons of temporary service firms, on-line posting cautions, along with twelve steps to first year success on the job.** There are two JOB CHOICES editions; one for Business & Liberal Arts Students and the other for Science, Engineering & Technology Students.
- Build your network by talking to family about what you want to do after college-be sure everyone knows your goals; you never know what connections you can make around the holiday dinner table.**
- Read a professional book or journal to help you keep up with the hot topics of your career field.
- Create an action plan of what you would like to accomplish within the next semester to help you in your future career or graduate school plans.
- Explore your **JOB CENTER** account consistently! Make sure everything is up to date and explore job and internship opportunities if you haven't already done so.
- Meet all deadlines for graduate school applications and work to perfect your application materials and essays.
- Work on preparing a resume draft so that you will be ready to come in for a Resume Review appointment with Career Services after the holiday break.
- Conduct some Informational Interviews with alumni mentors through the Mentor (Career Connections) tab of your **JOB CENTER** account.
- Write a 30-second elevator speech you can use to introduce yourself to prospective employers and plan to practice it at the **Speed Intros Workshop**. Emphasize accomplishments and skills. Try using these words to commence a phrase that describes your achievements: negotiated, instrumental, represented, developed, initiated, designed, achieved, introduced, coordinated, managed, contributed, influenced, etc.
- Now, go relax and keep warm!!