

CAREER CORNER

Issue 11

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A New Face in Career Services

There is a new face in the Career Services office! We are pleased to have Susan Donmoyer join us and are having a great start to the year with her on board as the Assistant to Career Services!



A note from Susan:

Hello! I (Susan Donmoyer) am the new face in Career Services; however, I am not new to Lebanon Valley College. I came to Career Services in December 2009 after working for four years in the Business and Economics Department. However, this is actually my second time around at LVC. My family's move to Gettysburg, and later York County, caused me to leave my position in the Chaplain's office in the mid 90's. But, I was blessed to find myself back at LVC when we returned to the Lebanon area a few years ago.

In my free time I enjoy volunteering for the Lebanon affiliate of Habitat for Humanity with committee work and on work sites. Last summer I learned more than I ever wanted to know about cutting and hanging drywall at Ladies' work nights! That experience was helpful when my husband, Dan, and I traveled to New Orleans for Katrina relief work two years ago. Reading all kinds of books (novels, historical, religious, memoirs, etc.) is also a favorite pastime; however, you won't find me reading on a Thursday night at 9 pm, as I'll be watching the latest episode of Office! A favorite vacation spot for Dan and me, and our youngest son, Patrick, is Oregon, where our oldest son, Joel, lives with his family.

I see so many students through the office window in Career Services. I hope you will stop in and introduce yourself. Better yet – let me help you make an appointment to get started with your goals for your life after LVC!

~Susan

New Programs



This semester we have expanded our 20 Minute Clinic initiative to include 2 new series: the Toolbox series and the Simply Impressive series. Each series consists of 6 sessions throughout the months of February and April. Join us in the Career Services office for 20 minutes to learn the tools needed in a job search and to make yourself simply impressive to employers!

SIMPLY IMPRESSIVE SERIES

Thursdays at 11:11am (February & April)

'Building Your Professional Profile'

- 2/4 - Utilizing your Co-Curriculars
 - Making the most of out-of-classroom experiences
- 2/11 - Transferable Skills
 - What they are and why employers want them
- 2/25 - Interview Basics
 - The best resume & cover letter alone won't guarantee you the job
- 4/8 - Cover Letters
 - The perfect accessory to a winning resume
- 4/15 - First Year on the Job
 - Newbie Training-achieving and maintaining a professional reputation
- 4/22 - Email Etiquette
 - Critical mistakes can happen w/the click of a mouse

TOOLBOX SERIES

Mondays at 5:10pm (February & April)

'Equipment to Reach Employment Destinations'

- 2/8 - Nuts & Bolts of Job Center
 - Where's this? Where's that?
- 2/15 - Career Resources for Students
 - Going beyond JOB CENTER
- 2/22 - Establishing Your Professional Image
 - Job Center Profile & Documents
- 4/12 - Finding Job & Internship Leads
 - Uncovering the 'hidden job market'
- 4/19 - Preparing for On-Campus Recruiters
 - Deadlines, sign-ups & procedures
- 4/26 - Connecting with LVC Alumni
 - Accessing the Career Connections database

Out with the old....in with the NEW!



Resources, that is! Career Services is always trying to keep up to date with the latest resources and services in an ever-changing environment. This year we've added several new resources to our library that you should definitely check out.

Job Search Strategies, Cover Letter writing, and Interview Prep books:

- Knock 'em Dead 2010: The Ultimate Job Search Guide, by Martin Yate, CPC, is an excellent reference book to add to our library of many other job search guides.
- Gallery of Best Cover Letters: A Collection of Quality Cover Letters by Professional Resume Writers is a book containing exactly what the title indicates-sample cover letters that can help you start drafting your own.
- 301 Smart Answers to Tough Interview Questions, by Vicky Oliver, The Job Interview Phrase Book, by Nancy Schuman, and Acing the Interview, by Tony Beshara are our new additions for interview preparation help. We certainly recommend conducting a mock interview with Career Services, but these books can also offer some valuable insight to develop your interview techniques!

Graduate School Test Prep books:

We've updated our test preparation books to have the latest edition of the LSAT, GRE, and GMAT study guides. You can always purchase your own, but why not come in and check one out instead to at least take a look at what they offer!?

Also, as you may be aware, the GMAT practice test has recently been moved to a computer based test, so it will no longer be given along with the rest of the Kaplan Practice tests that LVC offers at the beginning of each semester (GRE, LSAT, MCAT, and DAT). If you are interested in learning how to take the computerized version, visit Kaplan's website for more information: <http://www.kaptest.com/GMAT/Home/index.html>.

Career Spots video additions:

We've also updated our Career Spots video selections to show two of the newest (and, we feel, most relevant) videos: *Finding a Co-Op/Internship*, and *Top 10 Interview Mistakes*. To view these 3 minute clips, visit either the Career Services website and access them from the home page, or log into your JOB CENTER account and scroll down the left-hand column.

Career Insider:

One of the services that we subscribe to, VAULT, has been upgraded and improved to the new **Career Insider** library. This is an online career library that features the following: downloadable career guides, employer profiles and rankings, discussion boards, industry blogs and news covering the latest trends and issues, Vault's job board that matches employers and recruiters with top talent, and much more. To access this valuable resource from the Career Services website, use the same password as used for MyLVC and then register for your own account within the Career Insider service.



JOB CENTER's New Look

If you've logged into your JOB CENTER account this semester (which we hope you have), you may have noticed that the home page looks a little different. That's because a few new features were added during the December upgrade!

	Calendar
	Resource Library
	I Want to:
	• Report a Hire
	• View my Activity

If you look to the left hand side of your home page, you'll see that the Calendar and Resource Library links have been moved here for easier access. However, perhaps the most important thing added to the column is the Report a Hire function listed under 'I want to:'. This means that once you have interviewed for, been offered, and accepted a position found through JOB CENTER, you can now document that by clicking on the Report a Hire link. Not only is this information important for our record keeping, but it also allows us to learn of your successes! We hope you'll keep this feature in mind during and after your time at LVC as you continue to use JOB CENTER to help locate opportunities.

Account Summary	
Profile Last Modified:	January 1, 2010
Current Email Address:	professionalexample@lvc.edu
Default Resume last Modified:	January 1, 2010
Allow Employer Viewing:	YES

Moving now to the right hand side of your home page, you'll notice a new Account Summary box that reminds you of the latest activities performed in your account. Keep an eye on this so you'll know when to update your profile!

As a reminder, the 20 Minute Clinic TOOLBOX series is all about JOB CENTER! Come learn about all aspects of the system to make it most beneficial for you on Monday nights at 5:10pm in Career Services.