

Instant.Messenger

A Career Services Center Publication

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Need the CSC Job Listings Password?
User name: **joblist**
Password: **marlinjobs**

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Welcome, Students!

We hope you had a great summer!

The Career Services Center has a full schedule of fall career activities planned for you. Watch the announcements on the **Events Page** of our website at www.vwc.edu/careerservices and our "What's Happening!" easel display boards posted throughout the campus.

The Career Services staff can assist you with assessing your interests and skills for a major or employment, sharpening your interviewing techniques, creating a dazzling resume and cover letter, preparing for an internship, researching graduate schools, and more.

Look for the *Instant.Messenger* delivered to your campus e-mail box on the 1st and 3rd Monday each month featuring upcoming highlights and special events designed with your career needs in mind.

Come by and visit us in Batten 220, or call us at 455-3337 to make an appointment. It's **NEVER TOO EARLY** to start making your career plans.

TAKE CONTROL OF YOUR FUTURE!

It's hard to turn on the news these days without hearing another gloomy forecast about the American economy. What will this mean for your job search? More importantly, what can **YOU** do to land a great job after graduation? Here are five tips to help minimize the impact of the current economic downturn:

1. Keep an open mind. Be willing to explore openings in a variety of sectors and organizations. When the private sector struggles, for example, the public sector job market often heats up. Don't forget to look into non-profits and smaller organizations as well.

2. Be willing to relocate. If you don't confine your search to one specific city, you will broaden your opportunities.

3. Do your homework. Spend time customizing your resume for each job opening, focusing specifically on how you can contribute to the stated goals of the organization. Ask yourself, "What's in it for the employer?"

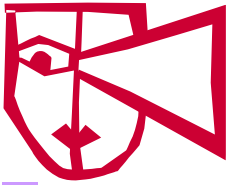
4. Sell your results & achievements. Focus on tangible examples of success and use numbers to quantify your statements (i.e., "Sold 55 new memberships;" "Increased profits by 8%;" "Devised new filing system, streamlining office activities"). Highlight promotions of any size (i.e., "Invited back to work during all college breaks"). Avoid general statements on your resume... be specific!

5. Build your network. The majority of job seekers find employment through networking, not through job boards and listings.

Start early. Under the best economic conditions, it can take at least 6 months to land your first career position. The current conditions mean you must start even earlier if you hope to obtain a position in time for graduation. Most importantly... **stay calm.** It is easy to hear the economic reports and feel helpless. If you start at least a semester before you graduate, utilize the Career Services Center and follow the suggestions above, you will rise to the challenge.

SOURCES: www.vault.com, www.courtingyourcareer.com, and www.careerbuilder.com





This Fall at a Glance

September 2009

Recruiter on Campus—Chick-Fil-A

Wednesday, September 2, 10 a.m.-2 p.m., Batten Haygood location is hiring for management interns, part-time and full-time shift positions.

"Choosing Your Major" Workshop

Thursday, September 17, 11:00 a.m., Location: TBA

CAREER 15 REGISTRATION WEEKS

September 8-18 - Watch for INFO Tables in Batten Center

Recruiter on Campus—Norfolk Public Libraries

Tuesday, September 8, 11:00 a.m.-1:00 p.m., Batten Part-time temporary & potential internship positions.

GRADUATE SCHOOL EMPHASIS WEEK

Kaplan Graduate School Information Table

Wednesday, September 16, 10 a.m.-2 p.m., Batten Sign up for **FREE** Practice Graduate School Admission Test: *Practice GRE, LSAT & GMAT will be given on campus Friday, September 25, 1:30-5:00 p.m.*

The College of William & Mary Graduate School Rep

On campus Monday, September 21, 10 am-2 pm In Batten Student Center.

Graduate School Workshop: "Top Ten Things you Should Know About Graduate School Applications"

Tuesday, September 22, 11:00 a.m. Foley Room, Library

Graduate School Recognition Day

Wednesday, September 23

Faculty and staff will be wearing apparel and stickers to identify their alma mater. Take the opportunity to ask them about their graduate program.

Graduate School Admission Practice Tests

Friday, September 25, 1:30-5:00 p.m., Clarke 2nd Floor Take a practice GRE, GMAT or LSAT for FREE! You must pre-register! Contact Career Services for more information.

"Career 15 Continental Breakfast"

ALL STUDENTS are invited!

Wednesday, September 30, 9-11 a.m. in the Batten Hub Lounge.

"Career Ladder & Resume Builder" Workshop

Wednesday, September 30, 3:00 p.m., Clarke 219

October 2009

Local Public School Teacher Interviews:

Norfolk Public Schools Interviews

By appointment—Monday, Oct. 5, 2009 in CSC

Chesapeake Public Schools Interviews

By appointment—Monday, Oct. 12, 2009 in CSC

Virginia Beach City Public Schools Interviews

By appointment—Tuesday, Oct. 13, 2009 in CSC

Graduate School Admission Test Interpretation

Tuesday, October 6; Time: TBA

A Kaplan representative will be on campus to help interpret your Practice Test scores. Find your strong areas, and find where you need to improve before registering for your ACTUAL Admission Test.

"Choosing Your Major" Workshop

Wednesday, October 7, 3:00 p.m., Clarke 214

FALL BREAK - October 8-9, 2009

Interviewing Skills Workshop

Tuesday, Oct. 13, 11:00 a.m., Foley Room, Library Learn tips about how to put your best foot forward in a job interview.

"Career Ladder & Resume Builder" Workshop

Tuesday, October 13, 7:30 p.m., Clarke 219

Mock Interviews—by appointment

Wednesday, October 14, in CSC, Batten 220 Schedule a one-on-one mock interview with a career counselor to practice your interviewing skills.

"How to Prepare for an Internship" Workshop

Thursday, Oct. 15, 11:00 a.m., Foley Room, Library Learn how to research to find an internship best suited to your career goals, and how to go about landing it.

"Choosing Your Major" Workshop

Thursday, October 15, 7:30 p.m., Clarke 118

"FOCUS-2" WEEK

October 19-23, 2009—Batten Center

In preparation for advising weeks, counselors will be available on Main Street in Batten Center to assist you with taking a FOCUS Assessment. Gain insight about what majors best suit your interests, skills, values, and career aspirations.

Diversity Career Days @ UVA

Wed. & Thurs., Oct. 28 & 29, 2009, Charlottesville This event typically hosts 150 major employers. Transportation will be available by reservation. (Contact the CSC to see which day.)

November 2009

"RESUME CLINIC" WEEK

November 9-13, 2009

Career counselors will be available each day throughout the week for students to drop by the CSC to have resumes critiqued or ask questions related to the drafting of their resume.

Resume Writing Workshop

Tuesday, Nov. 10, 11:00 a.m., Foley Room, Library

Business & Social Etiquette Dinner

By reservation only: Thursday, November 19, 5-6:30 pm, Princess Anne Room, Boyd Center

THANKSGIVING Holiday - November 25-27, 2009

The CSC will be closed. Have a nice holiday!

Cyber-service for VWC Students

FOCUS on your future with **FOCUS-2**, our online, self-guided, interactive assessment program, designed to help you select the right college major and plan your career based on your personal interests, values, skills, personality, and aspirations. Best of all...you can complete your assessments 24/7... on any computer with Internet connection.

To get FOCUSed, click on **FOCUS-2** from the **CSC homepage** at www.vwc.edu/careerservices.

Especially for our FRESHMAN and TRANSFER STUDENTS!

The Career Services Center is not just for Seniors! Our career counselors can help you decide on your major, find a part-time job or internship, prepare your resume and cover letter, research graduate school options...and much more!

Check out our online job listings database at www.vwc.careerservices. Click on "Jobs and Internships" on the left-hand index tabs. Then enter USER NAME: **joblist** and PASSWORD: **marlinjobs**.

Harvard Divinity School Diversity & Explorations Program November 3-5, 2009

"DivEx" encourages applications from students whose backgrounds demonstrate a commitment to issues of diversity, social justice, and the fields of religion, theology or ministry. Selected participants will be provided with two nights lodging and meals during the program.

Applications are being accepted through **September 18, 2009** at www.hds.harvard.edu/afa.