

# 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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FOCUS access code:  
**marlins**

## Career Services Staff:

**Lisa Fentress**, Director  
**Kate Bourdow**, Assistant Director  
**Leslie Hines**, Admin. Assistant  
**Work studies:** Amanda Dixon  
Kempner Jones

## Published weekly by the Career Services Center

Editor & Designer: Leslie Hines  
Virginia Wesleyan College-Batten 220  
1584 Wesleyan Drive  
Norfolk, VA 23502  
Phone: (757) 455-3337  
Fax: (757) 233-8748  
E-mail: [Career\\_services@vwc.edu](mailto:Career_services@vwc.edu)  
Web: [www.vwc.edu/careerservices](http://www.vwc.edu/careerservices)



## LAST CHANCE for CAREER WORKSHOPS!



The last two workshops for the Fall Semester are:

### RESUME WRITING

Tuesday, Nov. 11, 11:00 a.m., Shafer Room\*

Write a resume that will get you the interview!

Your resume is the tool that gets you in the door. Learn how to highlight your experiences and skills in a way that captures an employers attention.

### INTERVIEWING SKILLS

Thursday, Nov. 13, 11:00 a.m., Shafer Room\*

You never get a second chance to make a good first impression!  
Learn about how to put your best foot forward in a job interview.

*(Shafer Room is located down the hall behind Boyd Dining Center)*

## Have you entered the. . .

## \$200 INTERVIEW ATTIRE" GIFT CARD DRAWING?

The entry deadline is Thursday, December 4!

The drawing for the winner of a  
\$200 Gift Card for Interview Attire from  
either [Ann Taylor](#) or [Men's Wearhouse](#)  
will be held on Friday, December 5.

TO ENTER: Register online with CAREER 15 at  
[www.vfic.org/career15.html](http://www.vfic.org/career15.html). Then bring your registra-  
tion confirmation printout to the CSC in Batten 220 to  
get your raffle ticket number.

Post your resume with CAREER 15 for major corpora-  
tions and organizations to review. CAREER 15 (sponsored  
by the Virginia Foundation of Independent Colleges) is  
YOUR personal networking tool!

Learn about specific opportunities, set up interviews,  
and decide on next steps.

## GEICO 2009 Achieve- ment Award Program

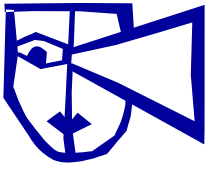
Nominations for outstanding  
sophomore and junior students  
majoring in business or IT are  
sought from VWC faculty and  
staff. The selected student will  
receive a \$1000 award. The pro-  
gram objectives are to encourage  
achievement in fields related to  
the operations of an insurance  
company and for students to rec-  
ognize GEICO as an employer of  
choice for a post-graduate career.  
Students must have a 3.0+ overall  
GPA, be accomplished in their field  
of study, and involved in campus/  
community life.

To apply, visit <http://>

[career.geico.com/](http://career.geico.com/)  
[college.recruiting/](http://college.recruiting/)  
[achievement.award.program](http://achievement.award.program)

then click on "How to apply."

Deadline to submit all materials is  
February 7, 2009.



# This Week at a Glance

November 10-17, 2008

Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon
10	11	12	13	14	15	16	17
<i>Instant Messenger</i> delivery	Suffolk Police Dept On-campus interviews in CSC	GEICO On-campus interviews in CSC	Newport News Schools On-campus interviews in CSC				<i>Instant Messenger</i> in your e-mail box
Submit resumes this week for Northwestern Mutual Interviews on November 20							

## USE YOUR WINTER BREAK TO GET A HEAD START ON LANDING AN INTERNSHIP or SUMMER JOB!!!

Try conducting an **Informational Interview** with a person who is within an organization that you might be interested in working with someday. In this type of interview, you are NOT asking for a job—but for information instead. Informational Interviewing is one of the best ways to find out about what's happening in a specific occupation or industry. It is an interview that **YOU** initiate...and **you are the one asking the questions**. Some other good benefits of an informational interview are:

- discovering employment opportunities that are not advertised
- expanding your professional network
- exploring careers and clarifying your career goals
- accessing the most up-to-date career information.

You can begin your search for information by networking with friends, neighbors, parents' acquaintances, college alumni, faculty, and staff. The following are some questions you may want to ask:

- What is your job like? Describe your typical day?
- What kinds of problems do you deal with?
- What kinds of decisions do you make?
- Why did you choose this occupation?
- What advice would you give someone who wants to enter this field?
- Can you suggest others that I might talk to?
- Think of other questions of your own.

If you would like more coaching on this job search method, please contact a CSC staff member for assistance.

Many employers decide within the first five minutes of an interview whether or not you are a strong candidate for the position. Background information like past work experience, a strong GPA, and relevant college courses are important, but many recruiters stress the importance of "soft skills" such as pleasant interpersonal behavior, a firm handshake, good eye contact, and your professional appearance. Often it is these "soft skills" that carry you on to the next round of interviews.\*

\*[www.collegegrad.com](http://www.collegegrad.com)

## The Career Services Center has moved to Batten Center 220

