

Instant.Messenger

A Career Services Center Publication

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Need the CSC Job Listings Password?

User name: **joblist**
Password: **marlinjobs**
FOCUS-2 Access Word:
marlins

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RESUME WORKSHOP

Tuesday, November 17, 2009
11 a.m. in Batten 228

Select True or False

True False

Your resume gives an employer a FIRST IMPRESSION about you!

Your resume is a tool that can either get you an interview or eliminate you from the competition.

Your resume reveals information to an employer about your attention to detail and your ability to communicate.

Need to get YOUR resume polished up?



Have you been following
Career Services on
Twitter?

Check out our tweets!

You can also visit us on
FaceBook.

How to ACE a Phone Interview!



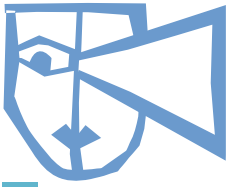
Get your game face on: a three-piece suit is not necessary but shower and dress in a manner that makes you feel successful.

Wake up your voice: For a morning interview, make sure you have spoken a few sentences out loud so you sound alert.

Good phone reception: a corded land-line is the best instrument to use. Be aware of background noise.


Be animated: since the interviewer is unable to see your facial expressions, be sure to let your voice reflect your enthusiasm. Walk around! Smile! Use your hands!

(These hints are by Brad Karsh, President, JobBound)



Two Weeks at a Glance

November 16-29, 2009

Mon	Tue	Wed	Thu	Fri	Sat	Sun
16 Instant Messenger delivered to your campus e-mail box	17 Resume Workshop 11:00 a.m. Batten 228	18	19 Etiquette Dinner (by reservation) 5-6:30 p.m. Princess Anne Room-Boyd	20	21	22
23	24 Deadline for "Raffle-entry" with Career 15 Registration! Juniors & Seniors: Win a GPS!	25 Thanksgiving Holiday	26 	27 Thanksgiving Holiday	28	29

Holiday Motivation for the Driven Marlin

The countdown is on -- there are only **24 days** until Winter Break! Students will be heading home to visit with family and old friends, and taking a break from a busy semester. While many students will be returning home to seasonal jobs or continuing life as usual (minus the classes, of course), some are already scheduling all kinds of leisurely activities. You get six whole weeks to relax, veg, and catch up on some much needed and well deserved rest.

But what if instead of simply parking it on the couch for Winter Break, you did something to get ahead too? What if you did just a little something to make yourself more competitive for the future?

The holidays are full of free time, parties, and catching up with family. Just remember, **graduation** is just around the corner, as are **internship** deadlines and **grad school** application due dates. Take the opportunity to grow your network and seek some professional advice from your family, friends, and neighbors this December. Start planning now. Below are some tips to help you make the most of your winter break:

1. Create or tweak your resume – have several people look it over
2. Expand your network by meeting with friends of your parents or parents of your friends to talk about their careers
3. Ask questions!
4. Shadow someone in your desired field
5. Offer to "intern" for the holiday period – boost your experience – everyone likes free help!
6. Start your job search – begin research on companies and fields that interest you. Job sites like indeed.com and craigslist.org often have hidden gems. Be sure to utilize Career15.com, a special resource for Virginia private college students.

Still need advice? Stop by the Career Services Center for some free information or make an appointment today.

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