

CAREERNOTES

PARENTS' EDITION

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CENTRE COLLEGE CAREER SERVICES

Letter from the Director—Senior Concerns: The Job Search

Now is the perfect time for seniors to start their job search! So, what can they do? Start with Internet research. There are lots of resources out there to help them find a job in their chosen field, many of which can be found on Career Services' web site. These include eRecruiting, Jobs by Career Field page, Jobs by Region page, and Company Research page. In addition, they can look at the local job search web sites.

It's also important to network. Students always think that they don't have contacts, but they do! They should brainstorm a list of friends, family, friends of friends, etc. They'll be surprised how many people "know someone" or "know someone who knows

someone" in their field of interest. And there's always Centre alumni. They love to help out current Centre students! Networking can not only help them gather information on careers of interest, but it can often provide leads on entry-level jobs. They should keep in mind that networking is not necessarily asking someone for a job but asking them for information. It's a lot easier for both parties if a student takes this approach.

Finally, they should put together a resume. Career Services has resume information and samples to help you with this. They can come by our office or take a look at our samples here.

They shouldn't forget to meet with

their career counselor. She can review their resume and help customize a job search plan that will be most effective for them. Next, they can plan to work on their interviewing skills. They can do this in a meeting with their career counselor or through a "mock interview," where they get to put their interviewing skills to the test.

Lastly, they can plan to attend our annual career fair (held with the other private colleges and universities in Kentucky), Spotlight Job and Internship Fair. This year's fair is on Tuesday, February 27 from 2:00-5:00 at the Lexington Center. Registration for the fair has begun and information can be found on the Career Services website.

Spring Counseling Appointments

Don't forget that to continue to be a member of Centre Futures, students must meet with their career counselors once a term (or twice a year). If your student didn't meet with his/her career counselor in the fall, it's not too late--encourage him/her

to call and make an appointment today!

Common topics discussed in career counseling sessions include (but are not limited to) choosing a major, resume and cover letter writing, job search, internship search,

assessment tests, mock interviews, resource guidance and graduate school guidance. All appointments are tailored to a student's needs, so encourage your student to come in to talk about his/her career or graduate school search!

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Upcoming Events for Students:

- Teach for America Info Session—Feb. 8
- Online Resume Writing Workshop—Feb. 15
- Freedom Metals Application Deadline—Feb. 26
- Spotlight on Employment—Feb. 27
- Federal Jobs Workshop—March 1
- Interviewing Workshop—March 8

Spotlight 2007: Job and Internship Fair

For 22 years, Centre has joined with Kentucky's other private colleges and universities to host the "Spotlight Job and Internship Fair" where typically over 50 employers come to recruit students for post-graduation jobs and summer internships nationwide. This is a great chance for students to meet employers and have their resume seen. This year's fair will take

place on Tuesday, February 27 from 2:00- 5:00pm. To register, students must come by Career Services for a brief resume critique. We will provide them with information packets and a website where they can research companies and their job openings.

Current registered employers include Americorps, FBI, Insight Media, Lexmark Interna-

tional and Peace Corps. For more information about attending employers, go to <https://asp.symplicity.com/spotlight/>.

Please note that students must sign up in Career Services, not through this website, and that employers often register at the last minute, so check back often up until the date of the fair for updates.

Teach for America, Career Services' Library Best Kept Secrets

Teach for America, the nation's largest provider of teachers for low income communities, will be holding an information session on Centre's campus. Whitney Owen, class of 2006, will speak about the Teach for America program on Thursday, February 8 at 5:30pm in Career Services. Students should call 5283 or stop by Ca-

reer Services to reserve a spot!

The Career Services Library holds more than 400 books and other resources to help in students' job, internship and graduate school searches. Here are some titles that you may not know about to assist in the job search. All books may be checked out to students.

--*How to Get Any Job*

with Any Major

--*How to Survive Your First Year at a New Job*

--*101 Great Answers to the Toughest Interview Questions*

--*Win-Win Career Negotiations*

--*Business Etiquette: 101 Ways to Conduct Business with Charm and Savvy*

--*Directory of American Firms Operating in Foreign Countries*

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Link of the Month

Is your student looking for a summer job or internship? Encourage him/her to check out our online resources! (We also have print resources in our library.)

eRecruiting is our online job and internship posting system. Currently, there are over 450 summer internships listed here. If your student is a member of Centre Fu-

tures, s/he will have access to the program. If s/he is not, encourage him/her to contact a career counselor today!

Other resources can

be found on our Summer Jobs and Internships page at <http://web.centre.edu/careerd/jobsearch/summer.htm>. Check it out today!