



THE CAREER VOICE

VOLUME 1, ISSUE 2
SPRING 2005

“HELPING TODAY’S STUDENTS MAKE THE CONNECTION
WITH TOMORROW’S CAREERS”

MARK YOUR CALENDAR

Thursday, March 10th
Annual Spring Career Fair,
SSC Ballroom from 11 a.m.
to 3 p.m.

Students are encouraged to
stop by the Office of Career
Services to receive a copy of
the “*Student Guide for a Successful Career Day*”

CAREER FAIR TIPS

PLEASE BRING
SEVERAL RESUMES

A **UMES** Professional
should select Business Pro-
fessional or Casual Profes-
sional attire.

NO JEANS

NO SNEAKERS

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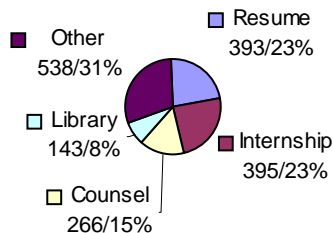
DIRECTOR’S VOICE

MS. T. QUEENAN, DIRECTOR

The Fall 2004 Semester was a busy one, as usual. There were 1,735 students who logged in for career services, which comprises over 50% of the UMES student population. The chart below indicates the array of services used. For the category labeled “Other”, many of these students requested multiple services. However, the largest portion of the “Other” category includes on-campus interviews. See the Recruitment News article on page four for additional information.

Please be reminded that the Office of Career Services and Cooperative Education provides career development programs and activities for the entire campus community including undergraduate and graduate students, alumni, faculty, and staff. The Career Services Professionals are prepared to assist you in meeting your career goals.

Career Services Student Log Book Fall 2004



Career services are critical to your future!

LOGO CONTEST

As noted in the Fall newsletter issue, the Office of Career Services is conducting a contest for the design of new logo. The search continues. Turn on your creative juices and submit your entry by April 8, 2005.

The contest prize list is as follows:

Winner: portfolio binder with note-
pad and a pack of resume paper

2nd Place: Washington DC and At-
lanta Job Bank books and a pack of
resume paper

3rd Place: a pack of resume paper

You can stop by the Office or submit
via email to: careers@mail.umes.edu

The Office staff will select and notify
the winner and runners-up.

Yours could be the winning entry!!!

Question:

How long does it take a hiring manager to toss out a bad resume?

Answer:

A recent panel of hiring managers agreed that **2 1/2 seconds** was enough time to determine that a resume would not be considered. They were looking just long enough to determine if the person was applying for a specific position that was open, and that they were qualified to do the job. If so, they'd be invited for an interview. If not, bye-bye resume!

Excerpt from:

www.rlscareercenter.org

Have You Heard???

According to the 2004-2005 Occupational Outlook Handbook, employment in management, business, and financial occupations is expected to increase by 2.4 million (15.4 %) by 2012. Among managers, the numbers of computer & information systems managers and of preschool & childcare center/program educational administrators will grow the fastest.

"It's better to be prepared for an opportunity and not have one than to have an opportunity and not be prepared."

Whitney Young

CAREER SPECIALIST'S CORNER

Mrs. L. Johnson, Career Specialist

Mrs. D. Banks, Administrative Assistant

Sharpen your interview skills through assistance in the Office of Career Services. The office has an Employment Interview Workbook of information and a Telephone Interview etiquette sheet available. The newly revised Interview Skills Packet of information will be available soon. Further, staff conduct mock, or practice, interviews upon students' request. Certainly having a winning resume is critical to your job search but your preparation doesn't stop there. The resume is the "key" and the interview "unlocks the door." There are many considerations before, during, and after the interview that you should discuss with a Career Specialist.

Mrs. Deborah Banks, Administrative Assistant, adds that students need to consider the importance of appropriate behavior in the reception area before their interview. First, she notes, do not be late for your interview appointment. Enter the reception area with a smile and give an appropriate greeting. Announce who you are and who you are there to see, says Mrs. Banks. Once asked, be seated. **Do not talk on your cell phone** while in the reception or waiting area. Upon departure, bid the receptionist farewell and thank that person for their assistance.

STUDENT PROFILE - MR. JUSTICE WICKER

Mr. Justice Wicker is a senior majoring in business/sociology. His career goal is to become a successful corporate lawyer and business owner. Mr. Wicker has three years of internship experience with DaimlerChrysler Corporation in Detroit, Michigan. From these experiences, he has further developed his teamwork skills, learned more about tool engineering and been behind the scenes of the plant's assembly, body and paint shops. Although the work was not directly related to his major, Mr. Wicker realizes that he has learned good work ethics and has proven his

versatility. He is thankful for the resume building and interview skills assistance he received from the Office of Career Services.

His advice to UMES students is to always keep your focus. Through everything else that is going on in life, always keep your mind on what you want to accomplish and don't lose sight of it. Always remember: one of the most important things to have in life pertaining to business is "options." Also, he notes, networking is important. Always meet new people; you never know who knows who!

STUDENT CORNER—YOU ASK, WE ANSWER!

Question: What are the major things I should consider before a career fair?

Answer: You need to have your resume critiqued in the Office of Career Services no later than one week prior to the fair. Make an appointment or drop off your resume. If you leave your resume for critique, it should be available for your pick-up in 48 hours (2 business days). A cover letter is recommended. Carry your resume and cover letter in an appropriate portfolio binder or briefcase.

Also, you should prepare a professional 1-2 minute introduction. Upon registration at the Fair, preview the informational directory to see what companies are in attendance and to determine whose tables you want to visit. If a company has a lot of students waiting, move on to the next company you're interested in and return to the other one in a short while.

Dress appropriately! Refer to the article on page four. Remember: *You only get one chance to make a first impression.*

RISK: *You cannot discover new oceans unless you have the courage to lose sight of the shore.*

WHAT EMPLOYERS EXPECT AT CAREER FAIRS

Mrs. L. Johnson, Career Specialist



Have You Heard???

Arnold Schwarzenegger holds a degree in business and finance from the University of Wisconsin. Before starting his acting career, he had made a small fortune in mail order and real estate businesses.

According to www.jobweb.com, more than one-third of recently surveyed employers expect students who attend Career Fairs to be familiar with their organizations. Students should check with the Office of Career Services for an updated listing of companies who will be attending a specific Fair. Then, research the companies you're interested in, using the Internet and other sources that the Office of Career Services staff can help you identify. Employers are also very largely mindful of student dress at Fairs in that 32% of companies surveyed expect that students wear business suits; 56% indicated that casual business attire is acceptable. Only a very small percentage responded that dress is not important. In terms of what to bring, the vast majority of employers are looking for hard copies of student resumes. Cover letters also ranked high among what students should bring to a Career Fair. The survey results indicate that student follow-up is important. It is noted that many employers do not extend an interview invitation unless the student sends a thank-you-letter or makes a phone call to them after the Fair.

FOR GRADUATING SENIORS: HELPFUL HINTS

You are about to embark on an incredible journey after graduation. For those who will be entering the workforce, the Office of Career Services staff provides the following helpful hints. See the article below for graduate school related information.

- ★ Have your resume critiqued by a staff member of the Office of Career Services as soon as possible.
- ★ Consider improving your interviewing skills by attending a workshop and/or reviewing Office print materials.
- ★ Finalize your credentials portfolio that includes work samples such as from internships, recommendations, and letters of appreciation to name a few contents examples.
- ★ Expand and well manage your network. This means exploring job opportunities through family, friends, and professors as well as through their and your acquaintances.
- ★ Contact your references. Give each person a copy of your resume. Keep them posted of your job search progress.
- ★ Create a job search plan. Determine what you are looking for and assess each vacancy for the best possible match.
- ★ Carefully consider each job offer. Select wisely and tactfully make declinations.
- ★ Sharpen your negotiating skills to maximize your salary and benefits.
- ★ When you begin your job, consider identifying a mentor. Learn and follow the written *and* unwritten rules of the organization.

GRADUATE SCHOOL CONSIDERATIONS

Career Services Staff

Making the decision to attend graduate school is one of the most critical considerations of your career. Having an advanced degree will, of course, further your knowledge base before entering your chosen field, and should position you for a higher starting salary than with the undergraduate degree alone. Graduate programs require at least two years of additional study. Program requirements vary as to the major research and writing assignment that culminates your study. Many, but not all, graduate schools require entrance examinations.

Careful attention must be paid to application deadlines. By late March, students should start to receive acceptance notification.

There are various excellent print and online resources about graduate school. The Office of Career Services houses a number of such publications in its career library including the Graduate School Guide: A Comprehensive Guide to Doctoral, Master's and Professional Degree programs. Stop by today to get your free copy. A Career Specialist gladly will help you further explore your graduate school options. Consider that graduate school often affords the opportunity for fellowships or graduate assistantships. If you haven't started making plans, you need to start immediately!

RISK: *You cannot discover new oceans unless you have the courage to lose sight of the shore.*

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OFFICE HOURS

MONDAY—FRIDAY
8:00 AM - 5:00 PM



INTERVIEW ATTIRE

Ms. Rachel Simmons, UMES Senior/Student Contributor

Dressing properly is very important since the interview is the gateway through which employers have a chance to see what kind of person you are. Although, it may seem a little superficial, you are judged from head to toe during an interview. Neatness is of the greatest importance at an interview. Hair should be in a neat cut or, if long, it should be meticulously placed away from the face. Facial hair should be completely removed or cut neatly. Shirts should be buttoned completely, except the top button for women to allow some breathing room, and should be tucked into the pants or skirt. Shoes should not look dull or worn. Both men and women should stick to black, navy, gray and dark brown when attending an interview. Avoid pinstripes because in the business world, stripes denote power and can appear overbearing. The best selection is to wear three pieces: a jacket, shirt, and pants/skirt. Shoes should be black, navy, or dark brown. Women should not wear open toe shoes. Please, ladies: no trendy stilettos! Simple heels will do. As an important rule of thumb, don't try to be a trendsetter at the interview. Look good, but look humble not flashy.

RECRUITMENT NEWS

Mrs. B. Knox, Career Specialist

Among the wide array of Career Services, UMES students can benefit from on-campus recruitment. Preparation is critical. *Students should visit the Office of Career Services periodically to get the latest information on what companies will be conducting informational sessions and interviews.* Sign-up sheets are available along with print guidance such as the Interview Workbook. In addition, Career Specialists are available to critique your resume and discuss interview preparation. The following companies are scheduled to recruit on-campus this Spring: Enterprise, Federal Bureau of Investigation, Inroads, NASA Goddard, Northeast Civilian Personnel Operations, NVR Ryan Homes, VA State Police, US Department of Agriculture, Walgreens, and Walt Disney. A large percentage of UMES students gain career-related experience through internships, co-op employment, and part-time jobs while in college. Consider on-campus recruitment opportunities.

In the near future, the Office of Career Services will launch the MonsterTRAK Job Search tool. For the 2004 Fall semester, there were 2,240 vacancies posted to MonsterTRAK's online system. Among the vacancies, 1,348 were for full-time entry level positions and 158 were internships.



National Security Agency (NSA) representative & UMES Alumnus, Mr. Daniel Bethea, Jr., recruits UMES students for NSA intern positions.

Mr. Terrence Hawkins, a junior criminal justice major attended an on-campus informational session with the University of Baltimore Law School last Fall through the Office of Career Services. As a result, Mr. Hawkins was selected by that University as one of the Mentoring Program participants. Congratulations and best wishes!

Have You Heard???

In the workplace, it is important to know when to dress up and when & how to dress down.

Source: Business Etiquette by Ann Marie Sabath

This book is available for check-out from the Office of Career Services library.

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