What now?

Increasing their hiring by 7.3%, according to early year figures reported at www.CollegeGrad.com/topemployers. The class of 2007 may be looking at as many as 170,000 available positions, as of May. This places the top 500 entry level positions at a hiring rate that exceeds the 2006 figures by 60%. Employers are stating how critical it is the hire “the best and the brightest” grads from the class of 2007. Because top employers hire the best or most prepared applicants, we feel the need to remind students to make a “focused and concerted” effort at job-searching, using the large amount of career information now available to students at career services, as well as websites like WC Career Journal.

Winner of the Spring 2007 Career Services/Career Events iPod is Stephanie Linton (middle). From Charlotte, NC, Stephanie is a freshman majoring in Criminal Justice.

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- The First 30 Days of your new Job — Page 2
- Cheat sheet
  ...Get started with these examples and tips for writing resumes and cover letters.

CONGRATULATIONS!

You don’t have to ‘go it alone.’

WCU Career Services is here to help!

By Glennie Fitzgerald Sewell
Career Services Graduate Assistant

Graduating students, you are now reaching a major point in life, ready to launch into the relative unknown and expand your universe of job experience, your world-of-work. What next, Class of 2007?
Entry level employers for 2007 are increasing their hiring by 7.3%, according to early year figures reported at www.CollegeGrad.com/topemployers. The class of 2007 may be looking at as many as 170,000 available positions, as of May. This places the top 500 entry level positions at a hiring rate that exceeds the 2006 figures by 60%. Employers are stating how critical it is the hire “the best and the brightest” grads from the class of 2007. Because top employers hire the best or most prepared applicants, we feel the need to remind students to make a “focused and concerted” effort at job-searching, using the large amount of career information now available to students at career services, as well as websites like WC Career Journal.

By Eric Newsom
WCU Graduate Student, Class of 2006

Somewhere in the midst of graduation festivities—the visiting families, the flipping of tassels, the handshakes and smiles, the celebratory bullhorns, the proud and triumphant march into life as a college graduate—one might have just a little time to pause and wonder, “Now that I’ve finished college…what next?”

For many, the conferring of a degree means the beginning of the job search. But today’s graduates and young alumni shouldn’t feel as though they’ve been completely kicked out of the nest—the Office of Career Services and Cooperative Education is here to help them in their quest for gainful employment.

In short, we offer all of our usual services to alumni, just like current students. What do we offer?
JobCAT is a portal to job-recruitment through the Career Services website (http://careers.wcu.edu) with listings of potential jobs, internships, and career event related job interviews. Through the online system, students and alumni can upload their resumes and cover letters, search for and receive alerts on the availability of open positions from regional companies, and schedule interviews with employers that visit WCU at career fairs.

Career Services hosts a number of specific field-related fairs and events that bring regional and national employers to WCU for the purpose of spreading information about their companies and interviewing students as potential employees. Majors and fields represented at fairs range from criminal justice to education to business to construction management. A
Career Services programs for success

Students and Alumni: take advantage of our many services offered.

√ JobCat, MonsterTRAK and Localjobs.com are internet-based recruiting systems on our website that include jobs as well as opportunities to post a resume and sign up for interviews

√ Career Counseling - If you have a career concern that you would like to discuss, call for an appointment with a career counselor

√ Career Testing - If you are having difficulty making a decision about a major or a career, we offer career testing and interpretation

√ Cooperative Education - Co-op is a program that allows you to work in your career / major field and receive directly related experience and credit WHILE you are still in school

√ Career Days and Recruitment Events - Career Services offers 18-20 recruitment events every year including Career and Graduate School Expo, Allied Health and Nurses’ Career Day, Spring Job Fest, Summer Job Fair, Creative Professions Career Day, Education Recruitment Day and multiple etiquette development events

√ Resume Critiquing Service - Email your resume (cover letter too!) to mdespeaux or mashe@wcu.edu and it will be ready (suggestions and all) in 48 hours.

√ Student Employment - Need some cash? The student employment office can help you find a part-time job. We offer listings on-campus as well as off-campus employment. See them at http://careers.wcu.edu

√ Career Library - Our Career Library offers books, directories, and videos to aid in your career decision, including DISCOVER, a computer-aided guidance program. Also available at http://careers.wcu.edu

√ Interviewing Skills Assistance - You can participate in a mock interview and improve your interview skills.

Career Services Information:

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Publisher: Michael Despeaux
Editor: Glennie Fitzgerald Sewell

Want to get on the career path?
Use JobCat.

1. Log into JobCat at careers.wcu.edu
2. Complete a personal profile
3. Upload a resume
4. Submit your online application by the deadline.

JobCat is updated with new jobs almost every day, so check for updates regularly!
Qualities

Continued from page 1

CollegeGrad.com. Several companies are predicting large hires, like Enterprise Rent-A-Car, Education Management Corporation, Lockheed Martin, and others. “Start your search early and start now,” is prime advice from ChaseSource, along with advice from other employers:

Kristin A. Kazimour-Mitnick of Edgarpark Medical Supplies, Twinsburg, Ohio, shares positive advice about what they look for in an entry level employee:

“Previous employment and skills are not necessarily what we are looking for. We look for candidates that will be an outstanding representative for our company. A positive attitude, tenacious spirit and professional demeanor are all qualities that we focus on when hiring entry-level candidates.”

http://www.edgarpark.com/

Maureen Crawford Hentz of Osram Sylvania, Inc. makes a similar statement:

“This is a great year to be a college grad. Companies like Osram Sylvania have been on college campuses since early fall, cultivating candidates and recruiting. This year, we are offering more positions and offering them earlier in an effort to attract the best candidates.”

http://www.sylvania.com/

How you are valued in the working world will depend entirely on how you value yourself. If you cannot see yourself – each day – as “a Grander Version of the Greatest Vision you have ever held about yourself,” (CwG.org) then expect no other to see it. Most of what we do in life, we claim to do for others. However, it may shock any one person to realize that whatever you “do” for others, you “do” (automatically) for yourself, from the magnificent, to the ugly, to all things in-between and at the extremes.

So, you may leave us (or stay with us) with just these few questions about how to start on this career:

1. What Career do I really want?
2. Do I go to Graduate School, to work, or both?
3. Where will I live?
4. How will I pay off my student loans? How much time is left before I have mandatory due payments?
5. How will I take care of my other finances (utilities, rent, credit cards)?
6. How will I secure health insurance?

After all of this worry, how do I succeed in the new job place?

Don’t forget that WCU’s Career Services and Cooperative Education is here to assist all current and graduating students, and alumni, with these critical questions and their career choices, and we stand by to help build resumes and discuss career course changes necessary for a successful experience of life. Good luck and good work.

Services Help

Continued from page 1

full schedule of career events can be found on the website at the beginning of each semester. Interviews may be scheduled with participating employers through JobCAT, and other jobs can be found on our localjobs board and other links on our website.

The career library, located in our office on the second floor of the Killian Annex, houses a number of current and relevant books, periodicals and other publications related to job searches, career trends, government jobs, directories of employers, graduate schools, and major-specific info.

Career Services offers help in fixing up resumes through a critique program. Counselors are available for consultation in person or through e-mail. With help from a counselor, students and alumni can turn lackluster resumes into successful selling points that help secure jobs.

Those preparing for an interview should keep in mind two programs offered by Career Services. The Perfect Interview is a computer program that allows participants to take a virtual job interview. A video interviewer draws from a pool of 700 questions to simulate a realistic entry-level job interview. Users are provided with options that allow them to view examples of how best to answer, a coach that explains subtexts for each question and discusses what factors should be in the user’s answer, and, in the end, the user records their answer via a digital video camera to see how well they did at communicating their response to their virtual potential employer.

Counselors are also available for mock interviews where they can provide firsthand commentary on the quality of responses, and provide advice and support for those who are about to go through the real thing.

So march proudly today, WCU graduates of 2007. And tomorrow, when the reality of finding a job sets in, give Career Services a call. (828) 227-7133.
Effective Points to Surviving your first 30 days on the job

By Glennie Fitzgerald Sewell
Career Services Graduate Assistant

Surviving the first 30 days of a new job can be a harrowing experience, but still worth the perceived grief, heartache and trouble, for the actual rewards are great. Just remember that you are one hired out of the many who applied. You may not feel special, but you actually are. Now, what are the things you need to know in order to translate into the new world-of-work?

1. **Familiarize yourself with your new organization or company and job expectations:** Understand your contribution to the company by reading annual reports, getting an overview of company knowledge, so that you can take less than 30 seconds to sum-up your company when asked (and you will be asked).

2. **Remember to introduce yourself to your fellow colleagues,** as well as recall their names.

3. **Smile:** You never know when your smile is going bring light into somebody’s day. You don’t have to put on a front with your smile. Look for the positive in every situation.

4. **Try not to dress too differently from your fellow coworkers.** In the first few days, you want to dress a little on the conservative side. However, make sure you always keep the dress appropriate for the office.

5. **Be on time for the job:** Be sure your immediate supervisor is aware of any variations to your schedule or other difficulties that may arise.

6. **Communicate! Communicate! Communicate!** Keep cell-phone numbers and let them have yours. Show that you do care about your job and your colleagues.

7. **Touch up the work area, make it reflect who you are, but keep it professional.** You can use a nameplate for your desk or a framed degree. A plant will certainly do, just keep it watered. You don’t want to go overboard, though don’t appear too Spartan.

8. **You will make mistakes:** Expect that this will happen. Simply own-up to your mistake, with assurances of doing a better job “next time.”

9. **Make sure you know your duties from day-to-day.** Make sure you make use of any company training you get. Apply professional development lessons to your everyday work life.

10. **Make sure you have computer-use capabilities:** Need you not be a wiz at the computer, but know the applications you need to do your job. Try to “stay ahead of the technology curve,” as many companies request.

11. **Know what the informal and formal practices are at your company or organization:** Know whether to call your supervisor by his or her last name, or special title.

12. **Keep extra toiletries in your office, along with an extra change of office clothes:** You never know when you will have a spill or “accident,” or some unexpected adventure. Always be ready. An extra toothbrush, mouthwash, a comb and hairbrush tucked into a cubby hole never hurt anyone.

13. **Be a “self-starter.” Take the Initiative:** Think and plan.

14. **Remember to navigate through the proper channels for communication:** Never inappropriately go over your immediate supervisor’s head. Instead, build a relationship based on good, two-way communication and feedback.

15. **“Awareness, Honesty, Responsibility” -- be A Cooperative worker:** This has more to do with integrity, which consists of awareness, honesty, and responsibility, not some simplification about being a “team player.” Practice integrity. Be aware of the people, actions, situations (dramas) and feelings in your working environment. Without being nosy, be “in the know” about situations that are going on around you. Be honest (truth as completely transparent) in all things that you do within your work environment. At last, be responsible. Courtesy, respect, loyalty and cooperation toward your co-workers can make an effective cooperative worker and an incredible office team.

Don’t forget to give back to the community: There are those who may never attain the money and position in life that you will. You may have worked long and hard and “pulled yourself up by the bootstraps,” as the saying goes; yet, there are those who are less fortunate. Businesses value generous employees, and service-oriented people find rewards both at work and in the community.

You can search out other online job etiquette help from www.collegegrad.com/jobsearch/New-Job-Preparation/ and other online resources at http://careers.wcu.edu

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“Peace cannot be kept by force. It can only be achieved by understanding. Only a life lived for others is a life worth while.”

-Albert Einstein
**NAME**
- e-mail
- Street
- City
- Phone

**OBJECTIVE:** (Highly specific, short – 2 lines – statement optimally stating desired position and what you can contribute – education, skills, experience, etc.)

**EDUCATION**
- Western Carolina University  
  Full Degree (no abbreviations) and Major  
  May 2006

**EXPERIENCE**
- Employer  
  Position Title  
  Dates  
  - Action verb describing accomplishments  
  - Action verb describing accomplishments

**RELATED COURSEWORK**
- Use this section if you do not have any directly applicable experience or if the job description cites specific required courses

**COMPUTER SKILLS**
- Excel, Word, Access, Linux, [etc]

**HONORS, ACTIVITIES, & COMMUNITY SERVICE**
- Honor
- Honor
- Activity
- Activity

**RESUME CHECKLIST**
- Do not use a template program!
- Don’t use fancy fonts or overuse boldface.
- Keep objective statement short and specific, telling what you can do for the company.
- Use action verbs and parallel language.
- Print resume on quality resume paper.
- Keep it under one page in length.

**COVER LETTER CHECKLIST**
- Type each letter separately so that each is an original.
- Address the letter to a specific person using the complete and correct name, title, company name, street address, city, state and zip.
- Use correct grammar, good sentence structure, and follow a standard business style, block format.
- Include your return address, zip, phone, email in the letter, regardless of the fact that these are on the resume.