

# NOTICE BOARD

Monthly Events & Opportunities

## Event:

### Co-op Information Session

Wednesday, October 6, 2010

Noon – 1 p.m.

Student Center, Room 223

Come learn about paid internships: how to find them, apply for them, and register them.

## Opportunity:

### Resume Writing Workshop

Hosted by: FEMALES

Wednesday, October 20, 2010

3– 4 p.m.

Student Center, Room 223

Prepare now for internship and job search! It all starts with a professional resume.

## Internship Hotlinks:

**ResearchGATE** | Molecular Biology -

[http://www.researchgate.net/jobs/509\\_Molecular%20biology](http://www.researchgate.net/jobs/509_Molecular%20biology)

ResearchGATE is an international job board for research, science and higher education. There, universities and academic institutions post employment offerings. These postings are then seen by the more than 400,000 members of ResearchGATE as well as non-registered visitors.



# The EASTERN EXPERIENCE



Published by the Office of Career Services, Division of Student Affairs

October 2010, Volume I

## What A Career Counselor Can Do For You

Career Services is pleased to welcome its newest addition to Eastern: Courtney Bigger. Courtney started working as a career counselor in April 2010. She is an expert resource on career development and encourages students to meet with her to help plan their future careers.

If you would like to contact Courtney or schedule an appointment, she can be reached at (860) 465-4559 or [biggerc@easternct.edu](mailto:biggerc@easternct.edu)



Courtney Bigger

### As a career counselor, what can you do for students?

COURTNEY: Career planning is a lifelong process that begins in your freshman year with exploration. Your sophomore year is all about getting involved, junior year is experiential education, and senior year is launching into the real world. Students can come in with questions ranging from “where do I begin with my major selection?” to “what should I do with the rest of my life?” More often than not I am dispelling myths students have about certain majors and careers, and helping students to begin to think outside the box such as by breaking down career stereotypes. It’s my role to guide students to be able to develop a plan that matches their goals and make sure that they are as best prepared for the world as possible.

### Why is Career Services becoming an even more important tool for students?

COURTNEY: With this freshmen class, our goal is for students to complete an experiential education component before graduation. It can be fulfilled four ways: volunteer, research, internships or co-ops, and community engagement.

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## COME TO CAREER SERVICES TODAY!

It’s September, and the school year has just begun. But just because you are not looking for an internship now doesn’t mean you won’t be by the end of the semester when December rolls around. So why not get a head start on that internship search? It’s never too soon to weigh your options and begin looking. Make an appointment with a Career Services Counselor today! Call (860) 465-4559 or stop by the 2nd Floor of Wood Services.



From left: Christina Semenza, Enterprise Holdings, Inc.; Nancy DeCrescenzo; Carrie Smith, Enterprise Holdings, Inc.

### EAB AWARDS

For five years the Employer Advisory Board has worked with Career Services to assist qualified students in finding internships and provide continued support to Career Services. On Sept. 3, Career Services hosted an award ceremony to thank each employer for everything they have done for Eastern Connecticut State University.

### TYPEFOCUS CAREERS

Unsure of what you want to do in the future? Still undecided on a major? Try taking the TypeFocus personality test. TypeFocus can help you better understand your skills and strengths, and offers career options based on your results. TypeFocus also offers job aids including resume tips and an interviewing guide. The test is free and simply requires filling out a quick registration and entering the site password "ecsu88." TypeFocus and many other useful online resources can be accessed on the Career Services website:

<http://www.easternct.edu/career/webresources/onlineresources.htm>

### Career Counselor (Continued from front.)

Experiential education facilitates applying classroom theory to the real world. Career Services helps students find internships and co-ops. Students who complete internships are more likely to be hired than their counterparts with no real world experience. So begin planning your freshman year by thinking about where you want to do an internship or co-op.

#### How do you help students plan their futures and find internships and jobs?

COURTNEY: Primarily I help students plan for the future by learning how to network – to use the resources around them. The number one mistake students make is just using the Internet to find a job. Sixty percent of jobs are in the hidden job market; they travel by word of mouth, not by being posted on a website. I also enjoy facilitating student growth through my own personal knowledge and experiences. For example, having been to graduate school, I feel I can better prepare students who are beginning their graduate school search.

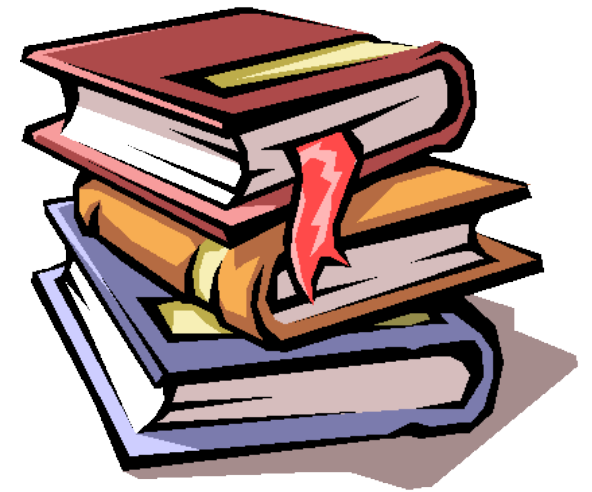
#### In the state of the current economy, what advice do you give students to help encourage them to be competitive?

COURTNEY: Do internships and co-ops. I cannot reiterate this enough. Employers are more likely to hire those that have a completed internship than none at all. This allows you to gain skills that will make you desirable in more than one job field. Don't give up - finding a job is hard. It's the rule of 10, for every 10 resumes you give out, expect to get one interview. Don't expect someone to just give you a job. You have to do the work. Lastly, dream big, but have a plan!

## Student Empowered Career Development – Students' Ideas for Success



Student empowerment is about encouraging student groups and clubs to design and implement career-related programs. Career Services is a support system for their goals and ideas. Career Services wants students' opinions to be heard, and visions to be realized! Think you have a good idea for a career-based event? Come to Career Services with your ideas and we will help turn them into a reality. For example, the Accounting Society already came to Career Services with an idea for an Accounting Career Fair which will be hosted on Oct. 7, 2010! It's these types of events that Career Services hopes students will take advantage of to be hired!



### A Tip For Students: What to Bring to a Job Interview

You already know that first impressions at a job interview are important, like wearing a nice dress outfit or suit to show that you care about looking professional. To add to your image, keep in mind the required skills and experience, and how you can show the employer you have them. The type of job you are applying for will determine what to bring with you, but one item is a universal definite: the résumé. The résumé is your list of skills and experience, so bring multiple copies of these to give to the employer if they need to keep one. If your job requires a portfolio of some sort, bring any past work you have done in all mediums. Have a nice folder or case to carry printed work. Also bring a laptop to show any online or digital pieces you have created or are featured in (make sure the laptop is turned on before you arrive to save time). If you do not have a laptop, see if there is a computer nearby and ask the employer if you could use it to show your work. Use your portfolio to turn your interview into a presentation by saying "This is what I did, how I did it, what it was for and how it has given me experience for this position." This makes the interview more personal and shows how you can help them with their business. Bring paper and a pen to take notes; this shows that you are organized and like to remember key discussion points like dresscode or names. Other objects to bring can include certificates and awards. These may be listed in the job requirements for the position in addition to the résumé. Make sure these are safely tucked away in an envelope or folder so they do not get ruined. With these tools, you can really "wow" your potential boss and help ensure you get the job.