



Career Directions

April 2009

Advising & Career Center, Dewey Campus Center

635-1257, Advising&Career@jsc.edu



Career Events

4/14—Transitioning from College to Career and Job Search in Tough Economic Times 10:00-11:30
Stearns Stage Space

4/15—Career Fair
11:00 to 2:00 in
S.H.A.P.E.

4/15—Peace Corps
Dewey 1867 @ 4:30

4/20—Forest Guild
Dewey 1867 @ 6:00

Stay tuned for more career services at JSC...

Useful Websites!

www.quintcareers.com

www.jobweb.com

www.indeed.com

vtcareergateway.com

www.jobsinvt.com

www.oriongrassroots.com

www.schoolspring.com

www.findcollegecards.com/blog/category/careers/

If You Don't Have a Job at Graduation...

Don't panic. Here are some helpful tips that, along with a positive attitude, might help you find that job you're seeking.

Know where to look. Temp agencies, internships, and part-time jobs can often help you get your foot in the door as well as develop skills and gain valuable experience.

Look for networking opportunities at community events, professional conferences/gatherings, or by contacting professionals directly.

Use your campus career services office and find out how they can help you.

Remember summer is a slow time for recruiting. So be patient. Things typically pick up in the fall when many people return from vacation.

Be realistic. Any job search takes significant time. Be prepared to put some effort and time into the process.

Be persistent and don't get discouraged. Remember that you need to be actively engaged in the process and the jobs will not find you. So develop a realistic plan within a realistic time frame.

Read job descriptions of jobs you're interested in and look at the requirements. If you don't have the requirements for jobs you're interested in, look for jobs that will help you develop those requirements as a stepping-stone.

Follow up on any tips you receive and be prompt! Jobs get posted and filled very quickly, so it's important to

have your resume and references updated and ready to go at all times.

Volunteer for community or professional organizations to develop meaningful connections with professionals and your community. Volunteering can sometimes be the first step to employment. So if there's an organization or field of work you're interested in, check out what volunteer opportunities might be available to you.

Join professional organizations affiliated with your career interests. Many offer free or reduced memberships for first-time members. These offer great networking as well as professional development opportunities that will enhance your marketability.

Online Presence-What Impression Does Yours Give?

Employers do check! Many students have an online presence through social networking sites. Employers frequently will use these as screening tools in the hiring process. Students should be aware of what their online presence is, whether through items posted by themselves or others. So take a

few minutes to see what a potential employer might discover about you and whether or not that might impact your chance of being hired.

For students interested in a teaching profession, be aware that your students (or parents of students) should not be able to find anything inappropriate

online that might put your position or integrity as an educator at risk.

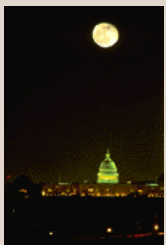
Email addresses should also be changed if they are not professionally appropriate.

When in doubt, seek assistance from someone in your campus career office or another trusted professional to discuss this topic.



Caption describing picture or graphic.

“To catch the reader's attention, place an interesting sentence or quote from the story here.”



Caption describing picture or graphic.

Inside Story Headline

This story can fit 150-200 words.

One benefit of using your newsletter as a promotional tool is that you can reuse content from other marketing materials, such as press releases, market studies, and reports.

While your main goal of distributing a newsletter might be to sell your product or service, the key to a successful newsletter is making it useful to your readers.

Inside Story Headline

This story can fit 100-150 words.

The subject matter that appears in newsletters is virtually endless. You can include stories that focus on current technologies or innovations in your field.

You may also want to note business or economic trends,

Inside Story Headline

This story can fit 75-125 words.

Selecting pictures or graphics is an important part of adding content to your newsletter.

Think about your article and ask yourself if the picture supports or enhances the message you're trying to convey. Avoid selecting images that

A great way to add useful content to your newsletter is to develop and write your own articles, or include a calendar of upcoming events or a special offer that promotes a new product.

You can also research articles or find “filler” articles by accessing the World Wide Web. You can write about a variety of topics but try to keep your articles short.

Much of the content you put in your newsletter can also be used for your Web site. Mi-

or make predictions for your customers or clients.

If the newsletter is distributed internally, you might comment upon new procedures or improvements to the business. Sales figures or earnings will show how your business is growing.

Some newsletters include a

appear to be out of context.

Microsoft Publisher includes thousands of clip art images from which you can choose and import into your newsletter. There are also several tools you can use to draw shapes and symbols.

Once you have chosen an image, place it close to the

Microsoft Publisher offers a simple way to convert your newsletter to a Web publication. So, when you're finished writing your newsletter, convert it to a Web site and post it.

column that is updated every issue, for instance, an advice column, a book review, a letter from the president, or an editorial. You can also profile new employees or top customers or vendors.

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Johnson State College

Primary Business Address
Johnson, VT 05656
Phone: 802-635-1377
E-mail: Heidi.Wrighton@jsc.edu

Your business tag line here.

This would be a good place to insert a short paragraph about your organization. It might include the purpose of the organization, its mission, founding date, and a brief history. You could also include a brief list of the types of products, services, or programs your organization offers, the geographic area covered (for example, western U.S. or European markets), and a profile of the types of customers or members served.

It would also be useful to include a contact name for readers who want more information about the

We're on the Web!

example.com

Back Page Story Headline

This story can fit 175-225 words.

If your newsletter is folded and mailed, this story will appear on the back. So, it's a good idea to make it easy to read at a glance.

A question and answer session is a good way to quickly capture the attention of readers. You can either compile questions that you've received since the last edition or you can summarize some generic questions that are frequently asked about your organization.

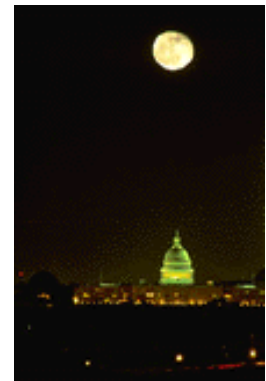
A listing of names and titles of managers in your organization is a good way to give your newsletter a personal touch. If your organization is small, you may want to list the names of all employees.

If you have any prices of standard products or services, you can include a listing of those here. You may want to refer your readers to any other forms of communication that you've created for your organization.

You can also use this space

to remind readers to mark their calendars for a regular event, such as a breakfast meeting for vendors every third Tuesday of the month, or a biannual charity auction.

If space is available, this is a good place to insert a clip art image or some other graphic.



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