

**SPECIAL
POINTS OF
INTEREST:**

- Job Search
- Websites
- Hot Jobs
- Internships
- New books
- References
- Cookies & Careers spring 2009 schedule

**Next Semester
"Cookies & Careers"
Schedule**

1/14 and 1/15
Choosing a Major

1/28 and 1/29
Career Exploration

2/4 and 2/5
Finding a Job

2/18 and 2/19
Resume Writing

3/11 and 3/12
Interview Tips

3/25 and 3/26
Working a Career Fair

Time: 4:00

Place: Advising &
Center, Dewey C.C.

**April 15th
JSC Career
Fair**

Job Searching: You "gotta" Have a Plan

Whether you're gearing up to graduate soon or are interested in finding employment to help pay your bills while in school, you will all be faced with the daunting task of looking for a job. Having a plan can make this process more manageable and produce better results. Here are some helpful tips to follow:

1. **Self-assess**—What are your interests, strengths, values; what type of environment do you like to work in; what kind of people do you like working with; what do you need so you can shine?
2. **Do your research**—Explore what careers are out there, who's hiring, requirements for positions, companies you're interested in working for.
3. **Talk with your instructors**—Ask them how they got started and tips they have to offer.
4. **Conduct informational interviews**—Contact someone who is working in a field of interest to learn more about it and any advice they might have.
5. **Visit Career Services**—It's never too early or too late to stop in for assistance with resume writing, career exploration, or job search.
6. **Attend the Career Fair April 15th at JSC**—A wonderful opportunity to network with professionals, gather information about potential careers, or find a job. It's also good practice at meeting and greeting.
7. **Develop a focus**—Think about where you'd like to be in five years and how you might get there.
8. **Graduate school**—Does graduate school fit into your career plans now or later?
9. **Attend "Cookies and Careers" seminars**—Be prepared by learning helpful information.
10. **Write your resume**—All students should have a resume ready to submit when you need it.
11. **Obtain three references**—This takes some time, so don't wait until you need them.
12. **Scan job openings**—Check websites on a weekly basis or more, focusing on job descriptions and qualifications. Jobs are no longer posted for long periods of time. Get familiar with the language and patterns of postings.

New Arrivals to our Career Library

- *The Adventures of Johnny Bunko, The Last Career Guide You'll Ever Need*, Daniel H. Pink
- *How to Land Your Dream Job*, Jeffrey J. Fox
- *60 Seconds & You're Hired!*, Robin Ryan
- *What Now? Words of Wisdom for Life After Graduation*, Jennifer Leigh Selig
- *Go Put Your Strengths To Work*, Marcus Buckingham

Advising and Career Center Services

- Academic Advising
- Choosing a major
- National Student Exchange
- Career Exploration
- Resume and cover letter writing
- Job/internship search

Some Good Websites

<http://www.7dvt.com/>

<http://jobsinvt.com/>

<http://www.schoolspring.com/>

<http://www.acinet.org/acinet/>

References? Who do I ask?

When applying for jobs, you are usually expected to have three references. What does this mean? It means that you need to ask three individuals who (1) are not related to you, (2) are familiar with your abilities such as an instructor or someone you worked with, preferably a manager or supervisor, and (3) are willing to give you a strong recommendation.

It's good to have the reference in writing as well as detailed contact information so potential employers can contact

your references.

NEVER use a person as a reference prior to getting their permission. While you're still in college is the best time to approach instructors for a reference, rather than after graduation. References from instructors and professionals in the same field you're applying is always a plus, if possible. A reference who is simply someone who knows you well but has no academic or professional connection with you will not carry as much weight as those that do.

Always plan ahead and give those you are seeking a reference from plenty of time to write a letter (if requested). In other words, don't ask someone to write a reference letter for you and expect it to be ready the next day, not to mention week. Give them several weeks. After all, this is a courtesy they are extending. On that note, be sure to thank your references for their help.

And, lastly, make sure whoever you ask are openly willing to give you a strong recommendation.

More Career Tips

Temp Agencies

Temp agencies are a great place to check out companies, try out different jobs, and see where you might fit in. There are two temp agencies in our area: Kelly Services and Manpower. A great way to build your resume, gain confidence and skills, as well as professional connections.

JSC Connections

Check out JSC Connections (accessed through blackboard and JSC.edu) to find more jobs and internships.

Recent postings include:

- Wilderness School, summer job
- Youth crew leader—Montana
- Planning & Development Mgr.
- Accounting Clerk
- Membership/Volunteer Coord.
- 4-H Project Coordinator
- Employment Consultant
- Jobs at MywebGrocer
- Business Start-up Staffer Intern

-Lake Monsters summer intern

-PR Intern

-Operations Intern

More Websites!

<http://jobs.oriongrassroots.org/> is a great place to find jobs that are connected with environmental organizations. They post jobs in administration, advocacy, education, conservation, fundraising/development, marketing, PR, research, and more.

Networking

You've probably heard that many jobs are not even posted. So how can you even find them? Through networking. Networking is not asking everyone you know or run into for a job. Networking is about establishing relationships with people who have hiring power or are connected with someone who does.

Good network sources might be classmates, recent graduates, parents, parents of classmates, other relatives, professors—especially your advisor, college administrators, coaches, guest

speakers, informational interviewees.

Putting yourself in situations where networking might occur could include career fairs, campus events, community events, volunteer organizations, conferences, trainings, and classes.

“Cleaning up” your online presence

More and more companies, including school districts, are checking out your online presence. Prudent advice is to clean up your online presence so that it's G-rated. Ask yourself, would I want my grandmother to see this?

Stay positive:)

Looking for a job *is* a job. So do your planning, take initiative, and be prepared for it to take a while. Average time for recent college graduates to find employment is nine months. And, as with any good plan, it's always advisable to have a back-up plan. This sometimes requires creativity, flexibility, and re-evaluation of short-term goals. Bottom line, have confidence in yourself and stay positive.