



# Career Directions

Happy New Year, Heidi Wighton January 2009

## Upcoming events!!

### Campus visits

1/26

Student Conservation Association

2/9

International Wilderness Leadership School

Stearns—lunch time  
Stage Space—4:30

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### Business Etiquette Workshop

2/6 11:30-1:30

Dewey 1867

Free and open to all  
Bring your lunch!

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### Cookies & Careers

New times/place  
4:00 in Advising and Career Center

1/28 & 29

Choosing a major

2/4 & 5

Career exploration

2/18 & 19

Resume writing

3/11

Interview tips

3/25 & 26

Finding a job

## Planned Happenstance a new approach to career planning

There is a belief that career planning is a logical and linear activity, but it's not. We are expected to choose from among thousands of possibilities, often before having a chance to explore one option. Furthermore, how can anyone be expected to prepare for a career in a world that is constantly changing?

Instead of focusing on creating a rigid career plan, plan to act on happenstance—to transform unplanned events into career opportunity.

Planned Happenstance is both attitude that you gain and actions you take. It is the view that you can create opportu-

nities by taking action on your curiosity and on chance events.

Planned Happenstance is not just luck or being in the right place at the right time. It is a conscious, purposeful, and ongoing process that will help you to build a more satisfying and fulfilling career.

Planned Happenstance is a four-step process:

1. **Clarify ideas**—Follow your curiosity and identify your interests.
2. **Remove the blocks** Wonder “how I can” rather than “I can’t because...”
3. **Expect the unexpected**—Be prepared

for chance opportunities, such as unexpected phone calls, chance encounters, impromptu conversations and new experiences.

4. **Take action**—Learn, develop skills, remain open and follow up on chance events.

So allow yourself the right to be undecided. Allow yourself the right to change your plan. But be curious, as curiosity emerges from uncertainty and precedes the development of interests.

K. Mitchell, *About Planned Happenstance*,  
[www.plannedhappenstance.com](http://www.plannedhappenstance.com)

Contact us at: JSC Advising & Career Center  
802-635-1257  
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**Save the date!**  
**April 15th**  
**JSC Career Fair**

## Hot Jobs/Internships

- The Wall Street Analyst Forum, Stowe, VT  
Two Paid internships, 16-20 hours/week  
Strong computer/keyboarding and phone skills
- Maine and CA Conservation Corps/Backcountry Trails Program - monthly stipend and Americorp education award
- Census Jobs
- Wild Dunes Resort, South Carolina—summer interns

## Is Graduate School Right For You—*Right Now?*

### *Reasons for going straight to graduate school after earning your bachelor's degree:*

- you are accustomed to being a student -- and have momentum;
- your study skills are sharp;
- you have few obligations;
- some occupations require an advanced degree even for "entry-level" positions.

### *Reasons for working for a few years before going to graduate school:*

- you can better know your career goals by working in the field for a few years;
- some graduate programs require work experience;
- you bring a broader world view to your studies;
- you have a more mature outlook on school and work;
- many employers will pay some or all of your graduate school expenses;
- you can gain solid financial footing;
- you can improve your chances for acceptance to graduate programs -- especially if you were not the best student in your undergraduate program.

**For more information about graduate school, go to [gradschools.com](http://gradschools.com)**

**For information about GRE testing, go to [gre.com](http://gre.com)**

**Call 1-800-473-2255 to register for GRE testing in Vermont**

## Resume Writing—Do's and Don'ts

- Do use a bulleted style to help make resume easier to read.
- Do try to keep your resume at one page, unless you have a lot of relevant experience that warrants two pages.
- Don't use a template. Templates can be inflexible and difficult to customize.
- Don't use justified text blocks; make your type flush left.
- Do include complete/accurate contact info at the top of the resume—be sure email addresses are professionally appropriate.
- Don't ever lie on your resume.
- Do give your resume as sharp a focus as possible.
- Do consider including a "summary of qualifications" to help sharpen focus.
- Don't use personal pronouns (I, me, my).
- Do list job information in order of importance—position, employer, location, date of employment.
- Do list jobs in reverse chronological order.
- Do use strong action verbs in describing what you did.
- Do think in terms of accomplishments, which are more meaningful than listing job responsibilities.
- Do emphasize transferable skills.
- Do quantify whenever possible—how many people you supervised/trained, by what percentage you increased sales.
- Don't list high school or high school activities.
- Don't include information such as your height, weight, date of birth, marital status, sex, ethnicity/race, health, social security number, reasons for leaving previous jobs, photos, salary information, the title "Resume" or any information that could be perceived as controversial such as religion, church affiliations, or political affiliations.
- Don't list hobbies unless viewed as relevant
- Do list athletic accomplishments.
- Don't list references on resume.
- Do proofread carefully.