



STEPS TO A SUCCESSFUL JOB SEARCH

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Recruiters Top 10 Résumé Pet Peeves

1. Spelling errors, typos, poor grammar
2. Too duty-oriented
3. Inaccurate dates or none at all
4. Inaccurate or missing contact information
5. Poor formatting
6. Functional résumés
7. Long résumés
8. Long paragraphs
9. Unqualified candidates
10. Personal information unrelated to job

Taken from monster.com

1. Figure out what you want to do after graduation: Self Assessment
 - Determine your values, interests, and skills
 - Research career options that your major offers
 - Conduct informational interviews to learn more about career options
2. Determine where you want to work
 - Narrow down three target industry areas to seek employment
 - Narrow down three target job descriptions
 - Narrow down three geographic locations to look for employment
3. Learn to write a résumé, so you can develop one résumé for each job target
 - Attend a résumé writing workshop
 - Write a rough draft and have a Career Services staff member critique it
 - Post your final résumé on EagleTRAK
4. Learn how to generate job leads
 - Contact employers by making: personal visits, phone calls, and writing cover letters
 - Locate job leads in places such as: Career Services, faculty, employment agencies, temporary agencies, newspapers, internet, professional organizations, and NETWORKING!
5. Get help in getting interviews
 - Sign up for on campus interviews through EagleTRAK
 - Learn to navigate internet job postings
 - Review job announcements posted on EagleTRAK
 - Use company directories in the Career Resource Center
6. Learn how to prepare for interviews
 - Sign up for a mock interview with a Career Services staff member
 - Read interview books
 - Research the employer or company
 - Practice! Practice! Practice!
7. Get help in knowing what to do when getting a job offer
 - How to negotiate salary and figure out the cost of living
 - How to ask questions about job benefits
 - How to write an acceptance letter

EAGLE EXPO/EDUCATION CAREER FAIR

February 26, 2004

10 AM to 2PM

Career Services invites you to participate in the Spring Eagle Expo/ Education Career Fair at Georgia Southern.

All students are encouraged to visit with representatives who will be present to share information about their company and accept résumés for open positions.

Recreational Activity Center (RAC)

To view an up-to-date listing of companies attending, go to:

<http://students.georgiasouthern.edu/career>
 For more information contact: Pearl Middleton, Recruitment Coordinator by phone at 912-681-5197 or by email at: pmiddleton@georgiasouthern.edu

Companies Recruiting at Georgia Southern:

January

29 BB&T

February

10 Eagle Global Logistics

10 GA Dept. of Audits

12 Norfolk Southern

20 Brasfield & Gorrie General Contractor

26 GA Dept. of Transportation

26 Gwinnett County Schools

26 Wheeler County Schools

March

3 Sherwin-Williams

4 Target

9 Walgreens

19 JB Hunt

EAGLE EXPO CURRENT PARTICIPANTS

The following companies and schools are planning to participate in the Eagle Expo Career Fair:

- | | |
|---------------------------------|----------------------------------|
| Auto-Owners Insurance Company | Liberty County Schools |
| Butts County Schools | Maxim Healthcare Services |
| C.H. Robinson Worldwide | Metro Atlanta Teacher Consortium |
| Charleston County Schools | Pulaski County Schools |
| Cherokee County Schools | Pulte Homes |
| Clayton County Schools | Rockdale County Schools |
| Columbia County Schools | T-Mobile |
| Dekalb County Schools | Target |
| Fulton County Schools | Turner Construction |
| Georgia Dept. of Transportation | US Marine Corps |
| Greene County Schools | Walgreen Company |
| Greenville County Schools | Walton County Schools |
| Jones County Schools | |
| K-Mart | |

UPCOMING EVENTS—EXPERIENCE FISH!



Dr. Stephen C. Lundin, author of FISH! A Remarkable Way to Boost Morale and Improve Results will be our keynote speaker during Career Week in February.

February 24, 2004

10am & 2pm

Nessmith Lane Performing Arts Center

THE FISH! PHILOSOPHY

The FISH! Philosophy is inspired by the fishmongers of Seattle's Pike Place Fish Market. Despite a very difficult work environment, they have found ways to bring remarkable energy, commitment and creativity to their work. The CEO of ChartHouse Learning, John Christensen, encountered the market accidentally one day and instantly noticed that something unusual was going on. A bunch of fishmongers – not MBA professors or leadership gurus – were showing him how to bring more fun, passion, focus, and commitment to work. He discovered that this was a perfect example of a wholehearted workplace.

ChartHouse Learning soon brought its cameras to Pike Place Fish. After watching hours of footage, they saw that the fishmongers created their engaging environment through a few fundamentals – simple but powerful choices that we all can make. ChartHouse translated these actions into a common language called The FISH! Philosophy. The FISH! Philosophy is a set of four connected principles that are the foundation for a healthy workplace and life:

- **Play:** Work made fun gets done, especially when we choose to do serious tasks in a lighthearted, spontaneous way. Play is not just an activity; it's a state of mind that brings new energy to tasks and sparks creative solutions.
- **Make Their Day:** When you make "someone's day" (or moment) through a small act of kindness or unforgettable engagement, you can turn even routine encounters into special memories.
- **Be There:** The glue in our humanity is in being fully present for one another. Being there is also a great way to practice wholeheartedness and fight burnout, because it's the halfhearted tasks you perform while juggling other things that wear you out.
- **Choose Your Attitude:** When you look for the worst you will find it everywhere. When you learn you have the power to choose your response to what life brings, you can look for the best and find opportunities you never imagined possible.

The FISH! film was released in 1998 and has since been translated into 14 languages.

Career Services has chosen to adopt the FISH! Philosophy and hope that our attitude will be contagious to all of our customers!

UPCOMING EVENTS

January

| | | | |
|----|--|-----|----------------------|
| 20 | Job Club: ABC's of Successful Interviewing | 3pm | Williams Center 1047 |
| 21 | Job Club: Résumé Writing for Dummies | 1pm | Williams Center 1047 |
| 22 | Job Club: Résumé Writing for Dummies | 3pm | Williams Center 1047 |
| 26 | Career Club: Choosing a Major | 3pm | Williams Center 1047 |
| 27 | Career Club: Choosing a Major | 3pm | Williams Center 1047 |
| 28 | Job Club: ABC's of Successful Interviewing | 3pm | Williams Center 1047 |

CAREER & JOB CLUBS

Career Services offers a variety of workshops to assist students in making educated decisions and to prepare them for the world of work.

Career Club

- Geared specifically to freshmen and sophomores
- Assists students to make decisions and gain relevant experience
- A certificate of completion will be given to students who attend all four classes

Job Club

- Geared specifically to juniors and seniors beginning the job search process
- Assists students in building a résumé, learning interviewing skills, and preparing for the job search
- A certificate of completion will be given to students who attend all four classes.

The Career and Job Club classes will be offered in the Williams Center Room 1047.

Students are encouraged to register in advance through EagleTRAK at:

<http://students.georgiasouthern.edu/career>.

CAREER SERVICES MISSION

Our mission is to guide members of the Georgia Southern University community in establishing their career objectives through comprehensive programs that provide opportunities for individuals to learn strategies useful in reaching their career goals.

As advisors and catalysts, the Career Services' staff assists students with choosing their majors, identifying career interests, gaining related work experience, and providing guidance in their full-time professional job search through three distinct areas:

- (1) **Career Advisement and Education**
- (2) **Experiential Education**
 - a. **Job Shadowing**
 - b. **Cooperative Education**
 - c. **Non-Academic Internships**
 - d. **Externships**
- (3) **Professional Employment**
 - a. **On-Campus Recruitment**
 - b. **Résumé Referrals**

The Top 50 Diversity Employers for 2003

- 1 Microsoft
- 2 Coca-Cola
- 3 IBM
- 4 Goldman Sachs
- 5 BMW
- 6 Walt Disney
- 7 Sony
- 8 Johnson & Johnson
- 9 McKinsey & Company
- 10 Citigroup
- 11 Proctor & Gamble
- 12 AOL Time Warner
- 13 JPMorganChase
- 14 General Electric
- 15 Merrill Lynch
- 16 Dell Computer
- 17 3M
- 18 Nike
- 19 Pfizer
- 20 Bank of America
- 21 PricewaterhouseCoopers
- 22 American Express
- 23 Morgan Stanley
- 24 Ernst & Young
- 25 Intel
- 26 The Boston Consulting Group
- 27 Central Intelligence Agency
- 28 Accenture
- 29 Bain & Company
- 30 US Department of State
- 31 Deloitte & Touche
- 32 Amazon.com
- 33 The Gap
- 34 L'Oreal
- 35 AT&T
- 36 General Motors
- 37 Hewlett-Packard
- 38 Apple Computer
- 39 Boeing
- 40 Abbott Laboratories
- 41 Merck
- 42 KPMG
- 43 Cisco Systems
- 44 Kraft Foods
- 45 PepsiCo
- 46 Ford Motor Company
- 47 American Airlines
- 48 Booz-Allen Hamilton
- 49 Lehman Brothers
- 50 ExxonMobil

Taken from The Black Collegian, Oct. 2003

**Georgia Southern
University**

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We're on the Web!
[Http://students.
georgiasouthern.edu/career](http://students.georgiasouthern.edu/career)

*Have Your Students Open
the Door to their Future by
Visiting Us!*

**Services Provided to
Students and Alumni
Include:**

- Employer Information
- Graduate School Information
- Career Handouts
- Group Presentations
- Career Advising
- Career Fairs
- Experiential Education Opportunities
- Career Resource Center
- On-Campus Interviews
- Business Suits
- Mock Interviews
- Résumé Advising
- Résumé Critiquing
- Résumé Referrals
- On-line Résumé Posting
- Listservs
- Job Search Resources
- On-line Job Postings
- Computerized Assessments

College "Career Doctors"

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College of Education

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PARENT TIPS FOR STUDENTS

Choosing a Career

- Attend the Career Club Choosing a Major Workshop

Gaining the Competitive Edge

- Meet with Wallace Brown by February 10 to submit a résumé for experiential education positions.

Finding a Job

- If your student graduates in May, encourage him/her to begin sending résumés out as soon as possible.
- Talk to professors to gain their input and suggestions. They often know of jobs or have contacts in the work force.

