Western Carolina University

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CAREER JOURNAL

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To Intern or Not To Intern

What are your plans for this summer? If nothing immediately comes to mind, why not consider applying for an internship?

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Study Abroad, A Student's Perspective

Desiree Reagan, one of our own Peer Career Mentors, tells us about her experience studying abroad and tells us about how the experience improved her as a student and future job candidate.

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Guidelines for Professional Attire

This list features information on both business professional and business casual attire.

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NURTURING THE "GROWTH" OF YOUR RÉSUMÉ: Developing Skills Through Student Involvement

BY SARAH ALSPAW

Many students wait until senior year before they begin to take the necessary steps to secure employment after graduation. When students begin to search for a job, especially during this volatile economy, they must go over and above the minimum expected effort. A high GPA is not enough to secure employment after graduation. Students must engage in extracurricular and co-curricular activities if they want to compete against the 1.5 million graduates in the U.S. this year alone (Menand, 2007). Utilizing the many resources offered on campus will transform your résumé, increasing the likelihood of finding employment after graduation.

Western Carolina University provides the opportunity for students to become involved in study abroad, student employment, service learning, leadership and student involvement, undergraduate and graduate research, and professional organizations and major-specific clubs. Participating in one of these programs as an undergraduate can help students become well-rounded individuals while gaining knowledge and experience in their field of study. These resources are free for students and largely go unutilized. When students take advantage of these opportunities, they gain a leg up on the competition in any job search.

In this article, we provide a brief overview of many of the services offered at WCU while expanding on how best to showcase these experiences strategically on your résumé. We also recommend that you come by the Office of Career Services so we can review and improve your résumé, help you draft an effective cover letter, and teach you the skills necessary for a successful interview, all of which will help you become a successful job candidate.

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WCU Spring Career Fair

ALL MAJORS WELCOME!!!

March 14, 2012

UC Grandroom, 1-4pm

Please Dress Professionally and bring several copies of your résumé.

Career Services INFORMATION

828.227.7133 | careers.wcu.edu

Mardy Ashe, Director and Career Counselor
mashe@wcu.edu

Michael Despeaux, Associate Director and Career Counselor'
mdespeaux@wcu.edu

Sarah Alspaw, Graduate Assistant
slalspaw@wcu.edu

Jessica Ross, Non Work-Study Student Employment Specialist
jcross@wcu.edu

Peggy Tompkins, Administrative Support Specialist
ptompkins@wcu.edu

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Career Services' Programs For Success

Students and Alumni: Take advantage of the many services we offer!

JobCat & Other Job Searching Services
Internet-based recruiting systems that include jobs as well as opportunities to post a résumé and sign up for interviews.

Career Counseling
If you have a career concern that you would like to discuss, call for an appointment with a career counselor.

Career Testing
If you are having difficulty making a decision about a major or a career, we offer career testing and interpretation.

Cooperative Education
Co-op is a program that allows you to work in your career or major field and receive directly related experience and credit while you are still in school.

Résumé Critiquing Service
E-mail your résumé (cover letter, too!) to mdespeaux@wcu.edu or mashe@wcu.edu and make an appointment to discuss it!

Student Employment
Need some cash? The student employment office can help you find a part-time job. We offer listings for on-campus as well as off-campus employment. View them at careers.wcu.edu.

Career Services Website
Our website offers links, articles, event calendars, job search tools, directories, videos and DISCOVER, a computer-aided guidance program to help you in your career decision. Available at careers.wcu.edu.

Interviewing Skills Assistance
You can participate in a mock interview and improve your skills through our online Perfect Interview Program.

Career Days and Recruitment Events
Career Services offers multiple recruitment events every year, including Fall WCU Career Fair & Grad School Day, Health Services Career Fair, Etiquette Dinners, Summer Jobs and Internships Fair, WCU Career Fair, Etiquette Reception, & Education Recruitment Day.

To Intern Or Not To Intern, That Is The Question!

BY MARDY ASHE

What are your plans for this summer? If nothing immediately comes to mind, why not consider applying for an internship. You know you are going to get a job anyway – why not make it count towards your future career? (And even receive credit for it too!)

At WCU Career Services, we have found that employers expect students to get work experience related to their major before they graduate from college. It's not just any job that counts anymore; directly related experience to your major is definitely preferred. Western Carolina University promotes experiential education in the form of internships, cooperative education, and service learning as ways of gaining that experience related to your major. Co-ops and internships are offered for credit, and service-learning projects can be connected to credit-bearing courses. Students can work full time or part time in these programs depending on the requirements of their major and whether the experience is paid. It's important for you to know that co-ops and internships are not just opportunities to gain related experience. Many employers use them to train and recruit students for full-time employment with their organizations after graduation.

Although internships and co-ops can be completed during any semester, most students opt for a summer session where they can work 40 hours/week and stay at home or with a friend or relative. However, employers usually need interns every semester, and depending on your major, you could be asked to come back for more than one experience. Additionally, co-ops and internship are everywhere! Students have co-oped/interned in Charlotte, Raleigh, Washington, New York City, Las Vegas, Los Angeles, Orlando, London, Australia, their hometowns, and even Cullowhee (just to name a few)!

To receive the credit attached to internships and co-ops, you register for the appropriate course within your major. Yes, you are getting credit for working, but you may be required to do a few "academic" things too, such as keep a weekly journal of your experience or write a reflection paper on the experience or about a project in which you participated. You might even be able to gain enough exposure through an internship to create a portfolio – great things to have in building your resume and preparing for your future employment!

So, that leads me back to my initial question: What are your plans for this summer? If I've raised your interest level at all, you might be wondering when would be a good time to apply. Depending on the employer and the major, you could apply for and participate in an internship/co-op as early as your second year in college. However, employers usually prefer interns and co-ops to have completed at least one full year in their major before applying for these opportunities. Thus, students might need to wait until after their third year to intern. In some majors, a required internship might actually be scheduled for the last semester. Regardless, if you're thinking this summer might be the right time for you, don't wait too long to apply. These positions are competitive and many are filled before April. Ask your adviser about an internship or co-op in your major, or visit the Career Services Office and website at careers.wcu.edu for more information.

NURTURING THE "GROWTH" OF YOUR RÉSUMÉ:

Developing Skills Through Student Involvement *continued from cover*

STUDY ABROAD/INTERNATIONAL PROGRAMS AND SERVICES
828.227.7494

With the rise of globalization and international relations, every career will be affected, making it increasingly important to study abroad as an undergraduate. Studying abroad no longer fits the "backpacking through Europe" stereotype. Students who choose to devote any length of time in these countries are not looking just to be entertained; they are looking for a meaningful experience.

According to Lois Petrovich-Mwaniki, director of the Office of International Programs and Services, students gain many skills when they decide to study abroad. Problem solving is crucial when navigating the details of trip preparation. Students who immerse themselves in non-English speaking countries will develop language skills through emersion. Leaders are created as they are forced to adapt to the new circumstances and contexts. Having study abroad experience on your résumé can speak volumes about how hard-working and dedicated you are.

If you are interested in studying abroad, call the Office of International Programs and Services and make an appointment to speak to one of the study abroad advisers. They will help you choose the opportunity that is the most advantageous for your career field and will tell you everything that you need to know to prepare for the adventure ahead.

Where To Find It On Your Résumé: Study Abroad opportunities may be placed under the "EDUCATION" section of your résumé. Make sure you include the name of the institution, the type of coursework you studied, the city and country of the institution, and the time span or semester that you were there.

EDUCATION

Western Carolina University — Cullowhee, NC
Bachelor of Science in Business Administration — Expected May 2014
- Concentration in Finance
- GPA: 3.75
- Honors College

Qinghai University — Qinghai, China
Study Abroad Program — Spring 2012
- Coursework in Finance

STUDENT EMPLOYMENT

Earning money is not the only advantage that students gain by having a part-time job; they also are taking the first step on the climb to a future career. Student employment requires students to develop basic job skills such as promptness, time management, interpersonal skills, and communication skills. Students who work on or close to campus also will make friends and create a connection to the campus.

According to Alexander Astin, the creator of the theory of student involvement, "One of the most interesting environmental factors that affected retention was holding a part-time job on campus. Although it might seem that working while attending college takes time and energy away from academic pursuits, part-time employment in an on-campus job actually facilitates retention. Apparently such work, which also includes work-study combinations, operates in much the same way as residential living. The student is spending time on the campus, thus increasing the likelihood that he or she will come into contact with other students, professors, and college staff. On a more subtle psychological level, relying on the college as a source of income can result in a greater sense of attachment to the college" (Astin, 1984).

It is important that students have past work experience on their résumés when they begin their job search after graduation. Past employment of any kind showcases a student's maturity and ability to maintain a steady position for an extended period of time. Employers will be impressed by a student's ability to maintain balance between the many responsibilities that are required to succeed as both a student and an employee.

"For many students, a campus job is their first work experience, so they develop communication skills, solve problems, and learn how to act in a professional environment. Students who work on campus also develop better time management skills by balancing schoolwork and a job. In some cases, the campus job may be major-specific, allowing the student to gain direct experience in his/her prospective field," said Jessica Ross, the career services student employment specialist.

Students who are looking for a job on campus can either review the Student Employment website for available positions, or students can attend our Summer Job and Internship Fair on March 13, 2012, from 1-4 p.m. in the UC Grandroom.

Where To Find It On Your Résumé: The heading "EXPERIENCE" is usually found just below "EDUCATION." It is important that this section possesses a detailed account of the job responsibilities the student held using strategic action verbs. Different strategic headings can be used to describe what type of experience is listed, such as "related experience," "sales experience," or "management experience." Past work experience should also be listed in reverse chronological order, with the most recent work experience listed first.

Hunter Library — Cullowhee, NC
Student Worker — August 2012-May 2013

- Demonstrated work ethic and attention to detail by organizing library materials in accordance to the library of Congress cataloguing system
- Provide customer service to students by assisting them in locating materials

SERVICE LEARNING 828.227.7184

By participating in a service-learning project, students not only are helping others who are in need but they are also gaining valuable experience within their field. According to Jennifer Cooper, the interim director of the WCU Center for Service Learning, a service-learning project can confirm students' ambitions or give them a clearer picture into concentrations they would like to pursue. This also gives the student a great opportunity to network with professionals in their field, allowing a student to get advice and wisdom from someone who has been in the field.

Many professors require their students to participate in service-learning projects as a way to integrate the concepts and theories learned in the classroom into practical application. Many organizations on campus will also participate in service learning as a way to build camaraderie and contribute to the community.

You can call the Center for Service Learning to make an appointment (walk-ins are welcome but appointments are encouraged) and speak with a representative. There is a list of organizations that partner with the university to make these projects possible as well as an upcoming events calendar on the center's Web page.

Where To Find It On Your Résumé: Make sure to list your role first then the name of the organization, cause, and when you participated.

SERVICE

- Member, TOMS Service Club, Fall 2012 & 2013
- Organizer, Tuck River Cleanup, September 2011
- Volunteer, Jackson County REACH, Fall 2013
- Emergency Room Volunteer, Harris Regional Hospital, Sylva, NC, Fall 2013
- Volunteer Tutor, Cullowhee Valley Elementary, Cullowhee, NC, Fall 2013

LEADERSHIP & INVOLVEMENT

The Office of Leadership and Student Involvement | OrgSync

One of the goals of higher education is to create and inspire the leaders of the next generation. To honor the spirit of this goal, the WCU Office of Leadership and Student Involvement (OLSI) is here to help our students become responsible leaders in society. This department offers a wide range of opportunities to become involved on campus either through student organizations, student government, or the leadership institute, all of which are designed to help students develop the skills necessary to gain future employment.

According to Patrick Fredricks, the OLSI graduate assistant, "Students will learn a ton from being involved! Here are just a few things: large and small group facilitation, professional communication, conflict management, time management, event planning, team building, budgeting, public speaking, personal and professional development, networking, and so much more!"

One of the many ways that students can gain leadership experience is by becoming involved with different clubs and organizations on campus. Any organization that is affiliated with the university and is sanctioned by the Student Government Association will be registered on OrgSync. On the website, organizations post calendars and events offered throughout the semester, and students interested in learning more about these organizations are encouraged to create an account. For personal assistance, students can also stop by the OLSI offices on the third floor of the UC.

According to Karen Farmer, the assistant director of Student Clubs and Organizations, "Whether the members hold a leadership position in their organization or they are just members on their way to becoming leaders in their organization, they learn a very important skill of being a role model and being a good representation of the organization."

Where To Find It On Your Résumé: All leadership experience can be listed under the heading "LEADERSHIP." This heading can be combined with "service" or "STUDENT INVOLVEMENT" or another small category. Involvement incorporates nicely with the "LEADERSHIP" section, especially when you serve as an officer in the organization in which you are participating. Highlight what leadership role you played, listing your official title first. Next put the name of the organization and then the time that you served in that position.

Leadership & Involment

- President, Fraternity, Fall 2011-Spring 2012
- Participant, CATALYST (one day leadership seminar), Fall 2010
- Eagle Scout
- Member, Student Government Association, Fall 2010 - Fall 2012
- Member, Campus Leaders Advocating Wellness, Fall 2011 - Spring 2012

UNDERGRADUATE & GRADUATE RESEARCH

The Honors College, 828.227.7383

The Graduate School, 828.227.7398

You do not need to be in the Honors College to participate in undergraduate research at Western Carolina University. We encourage all students to become involved, especially for those of you who plan to pursue an advanced degree sometime within your lifetime. You do not need to wait to be assigned research; you can take your education into your own hands and approach one of your professors to help guide you through the necessary steps for successful research and presentations.

Professors like to see students become interested in pursuing additional knowledge beyond the classroom. Students also do not have to wait until they achieve upper-class status to begin participating in research. For those students who are serious about getting the most out of their education, especially those students who are in research-intensive majors, creating a research agenda with professors and advisors can start as early as the first year in a major. Research takes time, and starting as early as possible is advantageous for the ambitious student.

Undergraduate research requires initiative and dedication, but the benefits are priceless. Students who plan to pursue an advanced degree may increase their chances of acceptance into graduate school with this undergraduate research on their résumé. On their websites, both the Honors College and the Graduate School offer grant applications to help with the travel expenses as well as supplies to complete the project or creative performance.

In an interview, the dean of the Honors College, Dr. Brian Railsback, spoke in depth about the prerequisites of participating in undergraduate research. For the project to be accepted into conferences, the student has to demonstrate an advanced knowledge of the field. Presenting at conferences requires a high level of communication skill, either in the design of the poster, the paper, or the PowerPoint, and must convey that the student can communicate at a professional level. Having undergraduate research and a high GPA demonstrates that you have a passion for your field and provides evidence that you are willing to go the extra mile.

Annually, WCU offers the Undergraduate Expo (March 26-27 this year) to display the scholarly work of students. Students also can participate in the National Conference for Undergraduate Research (NCUR). According to the Honors College website, "WCU students rank fourth in the nation in the number of their research projects that were accepted for [last] year's NCUR."

Research for graduate students is especially important, both for securing employment after graduation as well as distinguishing those students with specializations within their fields, which will improve their marketability. The Graduate School is sponsoring a Graduate Research Symposium on March 22, 2012. You can find the information for this event on the Graduate School's webpage under the "Current Graduate Student" section.

Where To Find It On Your Résumé: First list the role you played, then the title of the work in quotation marks, the event where you showcased your research, the institution, city, state, and then date of presentation.

UNDERGRADUATE RESEARCH

- Presenter, "The Impact of Budget Keeping on Student Credit Ratings," Undergraduate Expo, Western Carolina University, Cullowhee, NC, March 2011

PROFESSIONAL ORGANIZATIONS AND MAJOR SPECIFIC CLUBS

Professional organizations consist of a group of like-minded people from a particular field gathering to exchange information. Many professional organizations can be found online, but professors and advisors can also lead you in the right direction.

The cost for a student to join a professional organization is usually significantly less than for professionals in the field. Not only will students be exposed to networking possibilities, but many professional organizations have job search engines designed specifically for that field. This is especially advantageous for seniors who are beginning the job search, giving them a good place to begin searching.

These organizations offer special events and conferences where students can begin networking within their chosen career field. They release publications and journals in print or on their websites, and participants are given access to discussion boards where members discuss current events and developments in the field.

However, students can begin this process close to home by joining a major-specific club on campus. Students will gain an overall better relationship with their professors and peers within the program and will be able to ask questions of students who have already completed courses that they may be having difficulty with.

Betty Farmer, the faculty advisor of the Public Relations Student Society of America (PRSSA) and the supervisor of Catamount Communications, speaks about the impact and advantages of joining a major-specific club on campus. "I always stress that it is one thing to say you are going to do something and it is quite another to actually do it. Sounds easy enough to write press releases, meet deadlines, organize for events, etc., but the devil is in the details—and the doing. There is nothing like real-world experience and that is the opportunity student organizations like PRSSA and Catamount Communications provide. We also try to do a lot of networking with local and national public relations and communication professionals, so it expands their professional network. This is vitally important for internship placement and job searches. The communication profession is very competitive. Only the students who have prepared for the profession will get jobs." Students within any major or concentration can find a club on campus geared toward their professional development.

Graduate students are not excluded from professional student organizations on Western Carolina's campus. The WCU Graduate Student Association (GSA) offers many social activities and professional development opportunities for graduate students. Details about the GSA can be found on OrgSync.

Where To Find It On Your Résumé:

PROFESSIONAL ORGANIZATIONS

- Association of Financial Professionals (AFP)
- The Financial Planning Association (FPA)
- National Association of Personal Financial Advisors (NAPFA)

CONCLUSION

Ambition is what separates the triumphant from the defeated. You have the possibility to become something great, and education affords you the opportunity to fulfill that potential! Education takes persistence and dedication, and you cannot just sit idly by and expect success to come to you.

According to The New Yorker, "There are more than four thousand institutions of higher education in the United States, enrolling more than seventeen million students" (Menand, 2007). With these numbers, a diploma alone is no longer enough to secure employment after graduation.

Western Carolina University and our Quality Enhancement Plan provide opportunities that will help you become an exceptional job candidate. Involvement opportunities such as study abroad, student employment, service learning, leadership and student involvement, undergraduate and graduate research, and professional organizations and major-specific clubs provide evidence for future employers and graduate schools of a student's drive, passion, and dedication. Incorporating these experiences with internships and academics is what will make the candidate stand out and get noticed. Now it is up to you to utilize these resources by becoming an involved student of the Western Carolina University community.

CITATIONS:

Astin, A. W. (1984, July). Student involvement: A developmental theory. Journal of College Student Personnel, 518-529.

Menand, L. (2007, May 21). The graduates. The New Yorker. Retrieved from http://www.newyorker.com/talk/comment/2007/05/21/070521taco_talk_menand

Did You Know?

Did you know that people without a degree have a higher unemployment rate than individuals who do have a degree? Unemployment rates are lower for recent bachelor's degree recipients than both recent high school graduates and recent high school dropouts. Many students enter graduate school to avoid the prospect of unemployment, which may prove to be an effective method. Unemployment rates are lower for individuals with graduate degrees than bachelor's degrees. It's still important to research options and develop career goals for any degree, so visit Career Services for assistance!

Source:

http://chronicle.com/article/Unemployment-Varies-by-College/130212/?sid=cc&utm_source=cc&utm_medium=en

The Quality Enhancement Plan (QEP) emphasizes the following career-related objectives? For co-curricular ways to develop these core competencies:

- Solve complex problems
- Practice civic engagement
- Communicate effectively/responsibly
- Integrate information from variety of contexts
- Clarify and act on purpose and values

Want to get on the career path?

USE JobCat

1. Log in to JobCat at careers.wcu.edu.
2. Complete a personal profile.
3. Upload a résumé.
4. Submit your online application by the deadline.

JobCat is updated with new jobs almost every day, so check for updates regularly!

A Student Perspective of Study Abroad

BY DESIREE REAGAN

Studying abroad allowed me to do things I had never done, go places I had never been, and see things I had never seen. I was able to take away lasting memories and make lifelong friends. However, this is not all that I gained. I also took away transferable skills that make me a better job candidate through time spent at my internship, with my host families, and making my way in a new country.

"What exactly makes a good job candidate," I wondered as I sat down to write this article. I would say such a person is one who possesses the right blend of skills and knowledge to complete her work successfully. "What then are the skills employers seek most?" I thought. Randall S. Hansen and Katharine Hansen from QuintCareers.com suggest that communication, research, adaptability, interpersonal, leadership, planning, and reasoning skills, among others, are highly sought by employers. With this in mind, it becomes clearer just how favorable study abroad can be when convincing would-be employers that you are the right person for the job.

While in South America, I took the opportunity to complete an internship in which I was able to gain valuable skills. I performed tasks with little supervision, gave an office presentation, and worked in an international company where my team was made of a highly diverse group. What this means for my future employer is that I have been able to show responsibility, open-mindedness, presentation skill and multicultural sensitivity.

Before I went abroad, I researched potential sites and purposefully chose locations that best met my language, academic, and job needs. Because WCU did not offer a prearranged program in my place or area of choice, I took it upon myself to develop my own. I contacted schools, arranged housing, sought an internship, and ensured credit would be received as international study by my home university. All the while I was working toward fully funding my trip through a national scholarship and Honors College travel grant. This translates to skills in strategic thinking, research, resourcefulness, leadership and initiative.

> "I can say that living with a host family in a country in which your native language is not spoken can be challenging at times, but challenge stimulates growth."

Additionally, I can say that living with a host family in a country in which your native language is not spoken can be challenging at times, but challenge stimulates growth. I did not always know what to expect or how to do everyday tasks. I often stuck out in a crowd and had to make a greater effort than most to get my point across. No doubt some of my conversations transformed into what might better have been described as a game of charades rather than a verbal discussion. In situations such as these, I was forced to figure out my surroundings rather quickly or risk not eating or not being able to get places or buy the things I needed. I might use these experiences in an interview to show a potential employer my skills in communication, flexibility, problem-solving, adaptability, creativity, and ability to perform with ambiguity and confidence.

So while I was able to have great experiences abroad and create wonderful memories, I also developed skills I can use at my next job. Living with my host families, working at my internship and just being in a new place was one of the best opportunities I could have ever taken to expand my skills. Studying abroad can help students set themselves apart, gain skills and become better job candidates in a job market where every advantage makes a difference.

Workshop Helps Students Put Appropriate Pictures on Their Accounts

BY SARAH ALSPAW

It is not uncommon for employers to check the Facebook, Twitter or other social networking website of an applicant to their company. With the rise of social media, it is important to maintain a certain level of professionalism on personal websites. Incriminating photos, statuses or posts can cause the employer to think twice about hiring you. This is why it is important to filter what type of content that you will allow to be published on your website. One of the easiest ways to give a good first impression to a potential employer is to have a modest, professional photo featured on your website.

Many students do not have access to the resources to take professional photos. Professional photos are expensive, and there are very few studios in the area. Career Services saw the need for this service and last semester began to offer a workshop for students looking to get a photo for their profile.

With the help of two students from Professor Cathryn Griffin's photography course, we were able to take these photos free of charge. Becky Fitts, an art major with a concentration in photography, and Paige Hogan, a graphic design major, utilized the skills they were learning in the classroom to gain real world experience and earn volunteer credit for their résumé.

The photos at right are from the event.

We would like to extend a special thank you to Mark Haskett, university photographer, for allowing us to borrow the backdrop for our first round of photos.

Photos are available to any student, alumni, faculty, or staff member who is interested. We will be holding another workshop in the spring, so keep your eye out for emails or check the Career Services Facebook page.

Appropriate Attire for the Jobseeker & Professional

CAREER SERVICES & COOPERATIVE EDUCATION | WESTERN CAROLINA UNIVERSITY | BY SARAH ALSPAW

When applying for a job in any industry, it is important to sustain a positive appearance. Maintaining good hygiene and wearing the appropriate attire may make you a more desirable applicant. Different industries and different companies have varying ideas about what is and is not appropriate so observing the culture and environment of the industry will help you make suitable choices.

BUSINESS PROFESSIONAL

This style is appropriate for interviews, meeting with a client, business networking events, and other important meetings where you will be working directly with people.

Women Do:

- Conservative and modest apparel are appropriate for business professional attire.
- Wear your hair away from your face. If your hair is longer than shoulder length it needs to be pulled up completely into a neat pony tail or bun.
- Maintain good overall hygiene with washed and combed hair, and groomed and short finger nails.
- Wear makeup, but keep it conservative. Although encouraged, you are not required to wear make-up. You want to look your best, especially in fields where you are marketing yourself as well as the product (ex., sales, marketing, law, etc.).
- Wear conservative closed toed heels, no more than 2 inches high.
- Wear skin-colored, translucent hose. (Nothing opaque or colored, with no holes or designs.)
- Suits are appropriate for these settings. Modest neutral pant and skirt suits are both appropriate.
- Stick to neutral colors: black, brown, grey, navy. (Red is not appropriate.)
- Conservative jewelry. Stud earrings, small gold or silver chains, pearls, and conservative watches. General rule of thumb for rings is limit one to each hand (two for engagement and wedding ring finger).
- Wear a nonscented antiperspirant or deodorant.

Do Not:

- Do not wear anything considered “trendy.” You want to stick to a more classic style.
- Do not wear perfume. You do not want to trigger the allergies of the employer.
- Do not wear strong colors of nail polish or make up. Conservative and neutral is best.
- Do not wear flats. (Except if medically you cannot wear heels.)
- For more formal industries do not mix and match a suit. Most suits can be purchased as a set.
- Do not wear something too low cut, or a skirt that is too short.
- Conservative patterns should be worn on undershirts. Avoid animal print.
- Do not wear too much jewelry. No dangling earrings, large necklaces or chunky bracelets.
- Do not wear body piercings or multiple ear piercings. Maintain a natural hair color (no abnormal colors such as blue or green) with matching roots.
- Do not show tattoos and body art.

Men Do:

- Classic style is best.
- Polished lace-up shoes.
- Plain neutral socks that match the suit. The belt should match the shoes.
- Have groomed fingernails.

- You can mix and match suit jackets and pants depending on the casualness of the industry; however we recommend buying suit sets.
- Wear a conservative tie.
- You can wear a conservative watch, class ring and wedding band.
- Wear a nonscented antiperspirant or deodorant.

Do Not:

- Do not wear cologne. You do not want to trigger the allergies of the employer.
- Do not wear body piercings or ear piercings. Maintain a natural hair color (no abnormal colors such as blue or green).
- Short hair is best for men. Shaved or well-groomed facial hair is needed.
- No argyle or strong patterns on the socks.
- Do not show tattoos and body art.

BUSINESS CASUAL

This style is appropriate for everyday office wear, social networking events, and for other less formal events. This section is more subjective and if you are unsure, decisions can be made based on the culture of the industry of that office. Look around at colleagues for guidance.

Women Do:

- Conservative and modest apparel should still be maintained; however there is a bit more leniency than in business professional.
- Wear your hair away from your face.
- Maintain good overall hygiene, with washed and combed hair and groomed fingernails.
- More makeup can be worn in this category, but still keep it conservative. Although encouraged, you are not required to wear makeup. You want to look your best, especially in fields where you are marketing yourself as well as the product (ex., sales, marketing, law, etc.).
- Wear conservative shoes that are comfortable in an office setting. Heels, flats and boots are allowed as long as they are not uncomfortable or too flashy.
- Tights and hose can be worn but are not required.
- Wear slacks or skirt. Stick to neutral colors but with a bit more flexibility. Skirt should not rise higher than an inch above the knee.
- Tops can have patterns but maintain a high collar.
- Jewelry can be worn but avoid wearing too much. When in doubt keep it conservative.
- Wear a nonscented antiperspirant or deodorant.

Do Not:

- Do not wear too much perfume. Clients and colleagues may have allergies.
- Do not wear bright fingernail polish. Keep your nails short and clean.
- Do not wear jeans unless in an industry that calls for it.
- Casual Friday does not give permission to wear whatever you want. Khakis or a nice pair of jeans are appropriate, as well as appropriate tops. Avoid T-shirts or anything too short or low cut.
- Do not wear heels that you cannot walk in.
- Do not wear body piercings or multiple ear piercings unless expressly given permission. Maintain a natural hair color (no abnormal colors such as blue or green) with matching roots.
- Do not show tattoos and body art.

Men Do:

- Classic style is best.
- Loafers and lace-up shoes are acceptable.
- Plain neutral socks that match the suit. Belt matches the shoes.
- Have clean hands and fingernails.
- You can mix and match suit jackets and pants depending on the casualty of the industry.
- Wear a conservative tie. Bowties can be worn in certain office cultures but keep an eye out and take a cue from colleagues.
- You can wear a conservative watch, class ring and wedding band.
- Wear a nonscented antiperspirant or deodorant.

Do Not:

- Do not wear too much cologne. You do not want to trigger the allergies of the employer.
- Do not wear jeans or tennis shoes unless in an industry that calls for it.
- Casual Friday does not give permission to wear whatever you want. Khakis or a pair of nice jeans are appropriate, as well as appropriate tops. T-shirts are not appropriate.
- Do not wear body piercings, or ear piercings. Maintain a natural hair color (no abnormal colors such as blue or green).
- Short hair is best for men, unless given permission by employer to maintain long hair.
- Maintain shaved faces or groomed facial hair.
- Do not show tattoos and body art.

Other Things To Avoid:

- Bring breath mints to maintain good breath. Avoid eating malodorous meals.
- Avoid smoking after you've dressed for an interview or an important meeting. You may not be able to smell the smoke on yourself but other people will, and that will have a negative impact.

If you have any other questions, please speak directly with a career counselor at the Career Services Office on the second floor of the Killian Annex (One-Stop) building or call 828.227.7133.

Find us on
Facebook

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WCU Career Services has a Facebook page!

Become a fan, and we can send you updates on Career Services and Co-op Event happenings.

Find us online by searching keywords: "WCU Career Services" on Facebook.

Spring 2012 Career Services Events

Etiquette Dinner
February 22, 2012
UC Grandroom, 6-8pm
Register before Feb 17th

Summer Jobs and Internships Fair
March 13, 2012
UC Grandroom, 1-4pm

WCU Spring Career Fair
All Majors Welcome!!!
March 14, 2012
UC Grandroom, 1-4pm

Etiquette Reception
March 14, 2012
Blue Ridge Conference Center, 5:30-7pm
Register by March 9th

Education Recruitment Day
March 20, 2012
UC Grandroom, 9am-12pm

Peer Career Mentor Mobile Mentor Schedule Spring 2012

The Peer Career Mentor Mobile Mentor Station can be found at the following location during the coinciding dates:

Monday through Thursday*
10:30am-3:00pm

March 5th-8th	Forsyth
March 12th & 15th	UC
March 19th-22nd	Killian
March 26th-29th	McKee
April 9th-12th	Campus Recreation Center
April 16th-19th	Courtyard
April 23rd-27th	Fountain/UC

**The Mobile Mentor Station will not open during official University holidays, but will be open on Advising/Reading Day.*

ATTENTION PRIORITY ALERT:

WANTED

- **Looking for a career mentor?**
- **Interested in becoming a mentor?**
- **Know someone who should be a mentor?**

Brought to you by WCU's Office of Alumni Affairs, Family Association, and Career Services.

For more information regarding our 2011-2012 Career Mentor Program, please contact Mike Despeaux or Mardy Ashe in the office of Career Services.

The CAREER JOURNAL is a publication of the Office of Career Services and Cooperative Education at Western Carolina University.