

WC Career Journal

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A video iPod is presented to Jennifer Stutts, winner of the fall Career Services event iPod contest.

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Improved resume means better odds of being hired

By Eric Newsom

Career Services Graduate Assistant

While employers can learn much about your character and personality through job interviews, the resume serves as the primary tool for conveying your past employment accomplishments.

Unfortunately, it's also an area in which many have trouble. Here are some tips to punch up your resume:

KICK OUT THE TEMPLATES

It may be tempting to use the help of programs like Microsoft Word to help you format your resume but in many cases, the template hurts, rather than helps you, by wasting space or presenting your accomplishments in the wrong order. They can also cause problems when sent electronically. It's best in

Want to fix your resume?

February 15-16—Resume Doctor
Second floor U.C., 11:30 a.m. - 2 p.m.

most cases to start with a blank document.

NO FANCY FONTS

Avoid using non-standard fonts and over-using font decoration, like bold, italic, etc. Use bold to highlight your name and to emphasize headings. Use italics to distinguish job position titles. Always use tabs to move dates and city/state listings to the right of your employer/position title, as spaces are not meant for formatting purposes and can leave jagged line beginnings when printed.

See RESUME, page 3.

The changing face of multiculturalism in the workforce: Learn strategies for succeeding in diverse work environment at event

By Eric Newsom

Career Services Graduate Assistant

The workforce, both nationally and regionally, grows more diverse each year, with minorities and women finding more job opportunities available to them.

While unemployment rates for minorities and women are still higher across the board than those of white males, according to a 2004 study by the Employment Security Commission of North Carolina, the gap that separates minority employment is

getting smaller as more employers learn to utilize more diverse hiring practices.

In an event titled "Preparing to Enter a Multicultural Workforce" to be held on February 1 at 6 p.m. in the Hinds University Center multipurpose room, students will have the opportunity to learn about the new face of multiculturalism in the workplace.

Topics to be covered at the event include understanding diversity in the workforce and the emerging realities of multiculturalism in North Caro-

Want to learn more?

Feb. 1—Preparing to Enter a
Multicultural Workforce
U.C. Multipurpose Room, 6 p.m.

lina; and strategies for succeeding in a multiculturally diverse work environment.

The event is open to all students and is co-sponsored by the Office of Multicultural Affairs and the Office of Career Services and Cooperative Education.

Career Services programs for success



Students and Alumni: take advantage of our many services offered.

- ✓ **JobCat and MonsterTRAK** are internet - based recruiting systems on our website that include jobs as well as opportunities to post a resume 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 / major field and receive directly related experience and credit WHILE you are still in school
- ✓ **Career Days and Recruitment Events** - Career Services offers 10-12 recruitment events every year including Career and Graduate School Expo, Allied Health and Nurses' Career Day, Spring Job Fest, Summer Job Fair, Creative Professions Career Day, Education Recruitment Day and multiple etiquette development events
- ✓ **Resume Critiquing Service** - Drop off your resume (cover letter too!) and it will be ready (suggestions and all) in 48 hours.
- ✓ **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. See them at <http://careers.wcu.edu>
- ✓ **Career Library** - Our Career Library offers books, directories, and videos to aid in your career decision, including DISCOVER, a computer-aided guidance program. Also available at <http://careers.wcu.edu>
- ✓ **Interviewing Skills Assistance** - You can participate in a mock interview and improve your interview skills.

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

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SPOTLIGHT ON MAJORS

CONSTRUCTION MANAGEMENT

A recent article in the *Asheville Citizen-Times* showcased Western's Construction Management program, with emphasis on the high-rate of employment for the program's graduates.



Because of a shortage of trained managers, the supply of workers doesn't meet the demand. Western's Construction Management program meets some of those needs with a high employment rate for its graduates. Most students in the program will receive two or three job offers with average starting salaries of \$43,000, even before graduating, according to Bradford Sims, the head of the program.

Sims told the *Citizen Times* that he blames the shortage on misconceptions about the job: "People think they're out building houses," he said. "They never lift a hammer. We don't teach them a trade. It's all business and law and finance."



Resume

Continued from page 1

WHAT'S YOUR POINT?

Keep your objective statement short, sweet and specific. Use action verbs to state your desired position as well as what you have to contribute to the company, i.e. "Seeking a position as shift supervisor, where I can utilize my management, bookkeeping and interpersonal skills to increase office efficiency and productivity."

LET'S SEE ACTION!

When listing your job accomplishments, begin with action verbs and always use parallel statements. For example, instead of saying, "I was the boss of four other employees," write, "Managed four other employees." Arrange your accomplishments in order of what will appeal to a potential employer.

THERE CAN BE ONLY ONE

For most employment fields, the traditional preference is a one-page resume, so try to conserve space by being as concise as possible. Use a one-inch margin around the page, and make sure your resume is printed on quality resume paper.

Use the example at right to help arrange and format your resume. When it's done, feel free to bring it by the Career Services office on the second floor of the Killian Annex where we offer critiques for students and alumni with a usual 24-hour turnaround. Or come out to our Resume Doctor event on Feb. 15 and 16 on the second floor of the U.C. anytime between 11:30 a.m. to 2 p.m., where counselors will be available for face-to-face on-the-spot critiques.

NAME

e-mail
Street
City
Phone

OBJECTIVE: (Highly specific, short – 2 lines – statement optimally stating desired position and what you can contribute – education, skills, experience, etc.)

EDUCATION

Western Carolina University City, State
Full Degree (no abbreviations) and Major December 2003

EXPERIENCE

Employer City, State
Position Title Dates

- Action verb describing accomplishments
- Action verb describing accomplishments

Employer City, State
Position Title Dates

- Action verb describing accomplishments
- Action verb describing accomplishments

RELATED COURSEWORK

- Use this section if you do not have any directly applicable experience or if the job description cites specific required courses

COMPUTER SKILLS

- Excel, Word, Access, Linux, [etc]

HONORS, ACTIVITIES, & COMMUNITY SERVICE (this heading could also say, LEADERSHIP & HONORS, or PROFESSIONAL ACTIVITY & VOLUNTEER WORK, etc.)

- Honor
- Honor
- Activity
- Activity

CALENDAR OF EVENTS – SPRING 2006



Preparing to Enter a Multi-Cultural Workplace

6:00 p.m. in the U.C. Multipurpose Room

Learn more about emerging multiculturalism in the North Carolina workforce, understand what it means to work in a multicultural workplace and hear strategies to help you succeed in the changing work environment. Co-sponsored by the Office of Multicultural Affairs.

FEB. 1st

Resume Doctor

11:30AM - 2:00PM in the UC Atrium (2nd floor)

Drop by the UC Atrium and let the Career Service counselors help you get your resume ready for the fall and spring recruiting seasons. Counselors will be available from 11:30am - 2pm. Appointments are not necessary, but please bring a copy of your resume.

FEB. 16-17th

Physical Therapy Career Fair

4:00PM - 6:00PM in the UC Grandroom

Physical Therapy Career Fair is a great opportunity for students and alumni seeking employment in the field of Physical Therapy. See JobCat for a list of employers who will be coming to this event. *

FEB. 21st

Summer Jobs and Internships Fair

11:00am - 2:00PM on the U.C. Lawn or Grandroom

Not graduating until August and/or looking for summer employment on or near the WCU campus? This is the event for you! Businesses, campus and University departments set up booths to recruit summer jobs and internship. Students are not required to sign up for this event, but are encouraged to bring copies of their resumes. *

MAR. 14th

Career Week Etiquette Reception

6:00PM - 7:30PM in the Ramsey Center Concourse

Students are welcome to participate in this special reception where you can meet potential employers! This event is intended to teach students proper etiquette during a reception. If you are interested in participating, please contact Career Services at 828.227.7133.

MAR. 14th

Spring Corporate Career Fair

11:00AM - 2:00PM in the UC Grandroom

Employers represented will be in the business, marketing, management, accounting, computer information systems, engineering, engineering technology & finance fields. You do not have to pre-register to attend the Expo. Interviews may be available with some attending organizations and students can sign up in advance through JobCat. Deadline to request a pre-selected for interview is Monday, March 6. *

MAR. 15th

Public Service, Government & Criminal Justice Career Fair

11:00AM - 2:00PM in the UC Grandroom

This career fair is open to all students of all majors & WCU alumni interested in public sector careers in law enforcement, the courts, corrections, forensic science, military & positions within local, state & federal government. *

MAR. 16th

Education Recruitment Day

11:00am - 2:00PM on the U.C. Lawn or Grandroom

Education Recruitment Day is a great opportunity for students, alumni and general public interested in opportunities within schools and school systems. *

MAR. 28th

Construction Management Career Day

11:00am - 2:00PM on the U.C. Lawn or Grandroom

Meet with experts in multiple segments of the construction and construction related industry. You do not have to pre-register to attend the career fair portion of the event. Interviews may be available with some attending organizations from 1pm – 5pm following the career fair. Deadline to request a pre-selected interview is Wednesday, April 5. *

APR. 12th

*** For all Expos and Career Days:

Business casual to professional attire is required. Students and alumni are encouraged to bring several copies of your latest resume. We also suggest uploading a resume into JobCat. If you need assistance with developing a resume, please visit the Career Resource Center (2nd floor of Killian Annex) or schedule an appointment with a career counselor – 227-7133.

Lists of attending organizations will be available on <http://careers.wcu.edu> and on JobCat. Lists will be updated as registrations are received.