

The Career Link

The Center for Career Management | www.uakron.edu/ccm



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Get Connected!

With the Spring Career Fair coming up on Friday, February 15th, and the smell of new jobs in the air, it is understandable that many of you are asking yourselves: *When do I get to embark on my exciting and rewarding new career, co-op, or internship?* Okay so maybe those aren't your exact words but if you are curious about the Career Fair and how to prepare, read on!

A career fair is a marketing tool for both students and employers seeking new opportunities. As job seekers, you can learn about different companies, network with employers and maybe even set up an interview or two. For employers, a career fair presents a way to introduce you to their company and make contacts for potential new hires.

This spring there will be over 100 employers coming to the fair and some are even hosting on-campus interviews. You can sign up now for these interviews using your ZIProfessional account. The first step in your preparation is to have your resume updated and ready. The Center has walk-in hours every day from 11am to 4pm and on Wednesday until 7pm. Having a professional resume is an important tool in the job search and can set you apart from the other candidates.

Along with your resume, consider preparing a short 30-second introduction about yourself for the career fair. This can help ease the tension when speaking with potential employers. Your 30-second introduction can include:

- Name/Major
- Area of interest
- Skills related to your career goals
- Three personal qualities you possess
- Expressed interest in each company
- Short/Long term goals
- Most importantly, don't forget to relax!



Having a 30-second introduction is a good tool to have but there are a few other things that can also leave a lasting impression on employers. When approaching the recruiter, remember to smile and make direct eye contact while giving a firm handshake. Use your 30-second introduction that you have prepared and when appropriate, display your knowledge of the company. Answer questions honestly; relationships based on dishonesty never last! Ask questions you might have and offer a copy of your resume. Ask for a business card and thank the recruiter for their time and information, and shake their hand firmly before you leave. Don't forget to make notes about your conversation to use for later review and follow-up.

After the Career Fair, refer back to your notes and business cards you collected. Within 48 hours, send a Thank You card or e-mail to each employer that interests you. Remind them of how and where you met, your qualifications, interests, and be sure to include an extra copy of your resume with the note. Another way to reconnect with employers is to check with the Center for Career Management to see if certain employers will be interviewing on campus. If so, register through ZIProfessional for on-campus recruiting and apply for an interview.

Don't forget, if you have questions feel free to contact the Center for Career Management. We are here to help you and hope to see you succeed in your job search. Best of luck at the Career Fair and all future job search opportunities!



Need someone to take a quick look at your Resume? Do you have career related questions that need answered?

The Center has walk-in hours from 11-4pm Monday-Friday & 11-7pm Wednesday.

Upcoming Events

February

UA Career Fair

When: Friday, February 15, 2008

Where: Student Union Ballroom

Time: 11:00 am to 3:00 pm

Career Café

Monday, February 11/Tuesday

February 12 (11:00-2:00 pm)

Location: Polsky

Monday, February 25/Tuesday,

February 26 (11:00-2:00 pm)

Location: Kolbe Hall

Fill Your Mug Mondays

Topic: Career Fair Prep Workshop

When: Monday, February 11 3:45-4:45 pm

Where: Student Union 310

Topic: Interviewing Skills Workshop

When: Monday, February 18 3:45-4:45 pm

Where: Simmons Hall 301

Reverse Interviews

When: Friday, February 29 (3:30-4:45 pm)

Where: TBD

*Students must RSVP with the CCM

Co-op/Internship Orientation

Tuesday, February 19 (3:00-4:00 pm)

Simmons Hall 301 **Pre-registration is required**



Cintas has played an active role in The Center for Career Management by furthering our ability to reach and serve the student population through generous grants. Cintas is headquartered in Cincinnati, Ohio and holds the famous title, "The Uniform People." Since their founding in 1929, Cintas has expanded into so much more than just uniforms, serving businesses throughout the US and Canada in a variety of ways. Thank you to Cintas, a valued CCM employer!



Spotlight On... UA Career Fair

Your time to shine! Twice a year, the Center for Career Management hosts the UA Career Fair. The fair is one more way students can look for part-time, full-time, and co-op/internship opportunities while gaining valuable networking skills. Put your best foot forward. Business dress and resume required.



more info: www.uakron.edu/ccm