

# THE CAREER LINK

OCTOBER 2009

*Fall 2009 Career Fair Is Here! Mark Your Calendar for October 22nd!*



### WHERE WILL YOU TURN FOR YOUR JOB SEARCH NEEDS?

The Career Fair is just around the corner... are you ready?

We've all heard that networking can be one of the best tools for landing that dream job and what better place to put that theory to the test than at the Career Fair?

There are more than 55 employers (and counting) currently registered for the

event making this a great networking opportunity for you!

Be sure to bring a professional resume as it 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 (this may also be called an "elevator speech"). It can help ease the tension when speaking with potential employers.

As job seekers, you can learn about different companies, network with employers and maybe even set up an interview or two. Not ready for the big stuff yet, freshmen? Check out the career fair anyway so that you will actually know

what you are doing when the time comes to start looking. This is a great opportunity for you to make some early connections that can lead you to information interviews, internships, part-time jobs, etc. For employers, a career fair presents a way to get their company name out there and make contacts for potential new hires.

Don't forget, if you have questions, feel free to contact the Center for Career Management. We are here to help you succeed in your job search. We will be offering a Career Fair Preparation workshop for your convenience. Check the calendar for details! Best of luck at the Career Fair and all future job search endeavors!

### CAREER FAIR IMPORTANT INFORMATION:

- ◆ When: October 22nd 10:30am-3:00pm
- ◆ Where: Student Union, 3rd Floor Ballrooms
- ◆ What to Bring: Resume and "Elevator Speech"
- ◆ Who: Check our website for an updated list of employers: [www.uakron.edu/ccm](http://www.uakron.edu/ccm)
- ◆ Don't forget to dress professionally!

## *A New Face Means New Ideas*

The Center for Career Management works hard to make sure we meet the needs of students. We are always changing and looking for ways to diversify to reach more students. This semester we are pleased to announce a new addition to our staff who has been working very hard to meet the diverse employment needs of the student population.

Our newest edition, Anna Bahvala, serves as the Assistant Director of Student Employment. Anna has been working in higher education for 6+ years and has an extensive background in different areas of education. Prior to coming

to The University of Akron, she worked as a Student Services Coordinator as well as a Minority and International Student Services Coordinator at the University of Wisconsin-Madison School of Ecology. While there, she worked in the areas of career and academic advising, employer relations, and program management.

With her diverse experiences in higher education, Anna is bringing with her, a wealth of knowledge and dedication that she hopes to be able to share with UA students.

When asked what her aspirations were in her role as

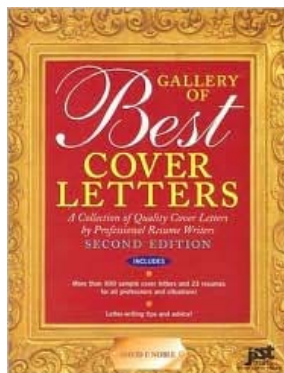
the assistant director of student employment, she said, "I want to be able to better assist students and employers with getting the most out of our student employment program. My hope is to change how both students and employers view on-campus jobs. The goal is for them to see the developmental possibilities and developmental approach available through student employment."

Overcome with joy and excitement, Anna stated that she is very excited about the upcoming changes to the Student Employment program, at The University of Akron.

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## Featured Career Book...Career Assistants' Pick!



**GALLERY OF BEST COVER LETTERS BY DAVID F. NOBLE**

Are you clueless as to where to even begin when developing your cover letter? Or perhaps you have a cover letter written but it needs some serious help? Do not panic! We have the perfect book for you in our Career Resource Library located in Simmons Hall room 301. *Gallery of Best Cover Letters* is a huge collection (over 300!) of quality cover letters and 23 resumes written by professional resume writers! They are separated by field of

study so you can easily locate a cover letter more specific to what you need. It is a lot easier to use than just Googling 'cover letters' because you know that the ones in the book are written by professional, plus search results can be time consuming to sort through. *Gallery of Best Cover Letters* also includes letter-writing tips and advice so you will have all the information you need in one location.

IF AFTER GRADUATION  
YOUR CAREER  
SEARCH TAKES YOU  
ANYWHERE FROM  
CONNECTICUT TO  
CALIFORNIA, THE  
CENTER FOR CAREER  
MANAGEMENT WILL  
STILL BE HERE TO  
HELP.

## Best Cities for Entry-Level Jobs

Are you thinking about crossing the state border for your first job after graduation? Forbes.com has compiled a list of the best cities for first-time job seekers. Among the nation's best places to start a career are **San Jose, California; Cambridge, Massachusetts; and Houston, Texas.** These cities house some of America's strongest big and small companies and attract the most talented professionals in

the country. For those of you who prefer cities with fewer than one million people, the top cities are **Bridgeport, Connecticut** and **Madison, Wisconsin.** Still too big for you? Top cities with fewer than 500,00 people include **Ann Arbor, Michigan; Boulder, Colorado; and Santa Barbara, California.**

Good luck on your job search, and no matter how far away you

move, don't forget that the Center for Career Management will still be here to answer your career questions!



## Calendar of Upcoming Events

		<b>Etiquette Lunch</b> Oct 9 (F) Martin Center 12pm-1:30pm	<b>Career Café</b> Oct 13-14 (T,W) Student Union (T) 11am-2pm (W) 1pm-4pm	<b>School Administrator Point of View</b> Oct 14 (W) Simmons 111 5:30pm-7:30pm	<b>What are the Success Secrets to the Career Fair?</b> Oct 19 (M) Student Union 316 12pm-1pm
<b>What are the Success Secrets to the Career Fair?</b> Oct 20 (T) Student Union 316 4pm-5pm	<b>Career Café</b> Oct 20-21 (T, W) Polsky Building (T) 11am-2pm (W) 1pm-4pm	<b>Career Fair</b> Oct 22 (Th) Student Union Ballrooms 10:30am-3pm	<b>Career Café</b> Oct 27-28 (T, W) Auburn (T) 11am-2pm (W) 1pm-4pm	<b>Career Café</b> Nov 5-6 (Th, F) Folk Hall (Th) 11am-2pm (F) 1pm-4pm	<b>Career Café</b> Nov 9-10 (M, T) Bierce Library 11am-2pm
<b>Career Café</b> Nov 17 (T) Polymer Engineering Academic Center 11am-2pm	<b>Career Conversations: "Financial Survival Skills"</b> Nov 17 (T) Student Union 308 4pm-5pm	<b>Career Café</b> Nov 18 (W) Goodyear Polymer 1pm-4pm	<b>Career Café</b> Nov 30 (M) Zook Hall 11am-2pm	<b>Career Café</b> Dec 1 (T) Zook Hall 11am-2pm	

# CONNECTING U The ZipWay!!

Choosing a career can be a very difficult task without the proper resources. And with so many different occupations to choose from, one can easily get overwhelmed. With that in mind, the Center for Career Management has put together an organized, easy to read, comprehensive career development guideline with you, the student, as the main focus. We call it the ZipWay! This ZipWay is represented in the graphic below and explained further here:

### Developing your career Path?

The college experience provides you with the opportunity to look at yourself and where you are going, and to determine and establish goals for a successful career.

The development and management of your career starts as early as your first year of college and continues throughout your lifetime.

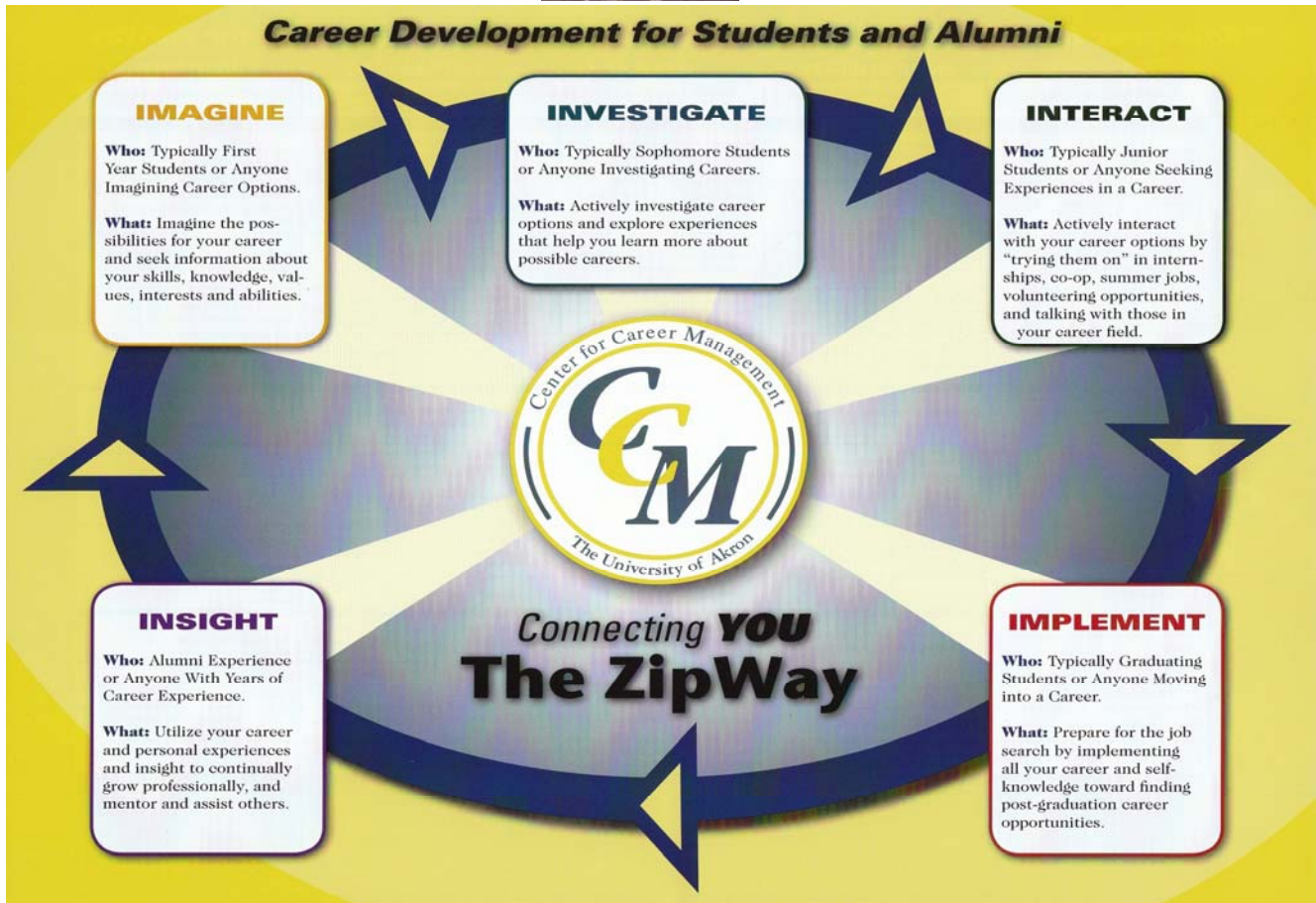
Becoming aware of and involved in your career development will allow you to discover yourself, explore and experience numerous possibilities, and gain the necessary confidence, commitment, skills, and motivation to forge ahead.

Career development and management is accomplished best in phases. Knowledge of and involvement in each area will help you to define your career direction. You will continue to recycle through the following phases throughout your career:



- **Self Discovery** - Gain a thorough understanding of yourself.
- **Exploration** - Discover your work identity and narrow down your career options.
- **Experience** - Determine if your skills, interests, and goals fit into your career of choice and take steps to solidify your career objectives.
- **Transition** - Learn how to successfully seek employment and achieve a smooth transition into your new career.

No matter where you are in your academic career, be assured that there are resources available to you on campus and people who are willing to help you reach your destiny. **CCM CARES!**





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 Phone: 330.972.7747  
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**Office Hours:**  
 Mon-Fri: 8:00am-5:00pm  
 Wed: 8:00am-7:00pm  
**Walk-In Hours:**  
 Mon, Tue, Thur & Fri:  
 11:00am-4:00pm  
 Wed: 12:00pm-5:00pm

Welcome to the Center for Career Management and the beginning of your successful career journey. Our website is one way for you to learn more about the services that are available for students, faculty, employers, staff and parents.

You will find a wealth of information on this website that will assist you whether you are seeking a co-op/internship, full-time permanent employment, student employment, researching career paths or recruiting UA students for your organization.

Our goal is to educate students while providing networking opportunities for our employers & the campus community. Contact us now and take the first step on your journey to success.

**WWW.UAKRON.EDU/CCM**

**FOLLOW US**



**Bahvala**

*Continued from pg 1*

“A formal announcement regarding new and exiting changes to the program is soon to come!”, says Anna.

Anna Bahvala is a welcomed addition to our staff. She is excited to be here and work with a department for which she admires and a staff for which she has a tremendous amount of respect.

Before saying our final goodbyes, Anna left me with the following advice for students:

“I think it’s very important that students develop professional skills while still in college. Important skills that employers are seeking from applicants are good communication skills,

teamwork, innovation, and computer skills. Students can get the valuable skills that employers want by making the most out of their part-time jobs and internships.”

By starting early and getting hands-on experience that is relevant to your major, students will be better prepared to enter the workforce. Every student should take full advantage of the resources available to them on campus. The Center for Career Management is a wonderful resource that ALL students should be utilizing from their freshman year until graduation and beyond.

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