



# The Career Link

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*“Make sure you start the semester off on the right foot, after all it is a New Year.”*

## Welcome Back! By Noell Adkins

Hey UA students! It's time to gear up for another semester. Whether you're just getting adjusted to college life or getting ready to venture out in the real world, we'd like to encourage you to stop in and see us. We offer assistance in picking a major, resume and cover letter writing, the graduate school application process, job search consultations, student

employment, co-op/internship, and a host of other services. The Career Center is excited to be hosting several events this semester, including the spring All-Campus Career Fair and the Northeast Ohio Teacher Education Day (NOTED). The Peer Advisors have also been doing some pretty exciting things on Facebook and Twitter. Like us or follow us to get helpful hints,

event updates, and links to valuable resources. Facebook and Twitter are also great ways to have your career questions answered by a Peer Advisor. Needless to say, the Career Center is going to have a busy semester and we want you to be a part of it!

## Utilize your Snow Days By Jon Montemayor

Winter is here, and let's face it, with the great weather we had during the holiday break we're bound to suffer the wrath that is Ohio weather. Snow days are in order, and for some of us we just don't have time to play in the snow anymore. We need to find ways to become more productive when the university gives us a day off. So here are a few tips that can help make your snow day, a productive one; along with the usual hot chocolate-blanket covering- tv watching lounge day we all love.

**1. Resume update.** It's the start to a new year and an update to the old resume is in need. Take a few hours to polish up your document with new information that you have acquired over the previous year. If you don't have a resume, take some time to start one.

**2. Research your career.** This day is perfect to go online and start searching for the spring/summer opportunities to get hands on experience. Make sure you're looking for internship opportunities and planning a productive summer. If you're graduating you should definitely start your job search, and if you're thinking about graduate school the same applies. Getting an early start is never going to hurt your chances.

**3. Apply.** Make sure that when you find any positions that you are qualified for, you apply to them as well. There's always a lot of tedious information to fill out along with a list of documents the employer might want for the application. You never know who might employ you unless you try.

**4. Social networking.** Along with

checking the thousands of "SNOW DAY" posts on Facebook, a good way to begin your day is by checking/ registering your LinkedIn account. This tool enables you to utilize the social media in a professional environment. Connect with people that you know who can relay your resume and information to their connections.

So once you get tired of building your snowman, make sure you take a few hours to do some career-related work. After all what greater chance can you get?





*“Remember you can always schedule Mock Interviews at our office to practice your skills.”*

## Navigating your Job Search as an Upcoming Graduate By Nino Colla

**B**efore you know it, the day will be here. The day when you walk across the stage and receive your diploma and can call yourself a graduate of The University of Akron is coming. Then after that, the real world is knocking on the door and the most pressing question will be asked when you open it: Did you find a job yet? If these are the shoes you are in, months from graduation from our fine university, you may or may not have a plan. Maybe you are off to Graduate School; if so, congratulations on not only making it, but for being able to avoid finding a job in a tough market. If you are ready to (or have to) enter the workforce, here are some tips to get you

started.

**Get started now:** Not only are there going to be plenty of people that are graduating with you that are looking for a job, but there will be people that graduated before you looking for a job as well. On top of that, so are people that have lost their job and they have experience to bring to the table. Do not waste any time on your search, start right now. The Career Center can help get you started by searching our online database, Roo Link!

**Attend the UA All-Campus Career Fair:** The date is Thursday, February 16<sup>th</sup> and there are plenty of employers looking to hire. Plan ahead and check out the employers expected to attend on the Career

Center’s website and get your resume ready.

**Consider an unpaid internship:** It is far from glamorous and the pay is, non-existent, but it is experience. If you cannot find a job, why not put your time to use and at least get experience while you search? Who knows, your internship may even get your foot in the door for a paying position. If not, experience is always something that can aid you down the road.

Whatever your major is or whatever situation you find yourself in, our services in the Career Center can help you out. Do not wait until the last second. Come visit us to get your post-college job search underway today!

## Interviewing: Secrets to Success By Noell Adkins

**T**he interview; easily the most terrifying part of the job search process. A lot of anxiety that comes from the interview process is the fear of the unknown. What questions are they going to ask? How do you know you’re going to give the right answers? Well, rest assured, the Career Center has some helpful tips to ease your mind and get you prepared for your next interview.

**Practice interview questions.** You can find sample interview questions anywhere on the Internet, or you can schedule a mock interview with the Career Center. Either way, think of good answers to all of those questions. More than likely, you will be asked that exact question or something very similar. Having answers you feel good about

will give you an aura of confidence and poise.

**Research the organization and understand the posted job description.** Employers hate it when a job candidate knows nothing about their company or the job they have applied to.

**Make a list of your questions.** Always, always, always ask the employer questions. It shows you are interested in the job and want to be sure you’ll fit in.

**Dress appropriately.** Be as conservative as possible. Wear a black, gray, or navy blue suit. Guys, take off any jewelry (except wedding bands) and do not do your hair like a Jersey Shore cast member. Ladies, the conservative tip really goes for you. Keep your heels under two inches, your make up light, and your hair

pulled off your face.

**Do a practice drive to the interview site.** This way, you get a feel for traffic flow and the parking situation.

**Turn your cell phone OFF.** We all have those awkward moments in class where we silence our phone, but someone calls and it starts vibrating. Or you forget to turn off an alarm and it goes off in the middle of class. This should not happen at an interview. Just avoid the crisis altogether by keeping your phone off.

There you have it. Follow these tips and you’ll have a smooth interview.

For more helpful interviewing information, visit our [web site](#)



# January Events

<p><b>Resume &amp; Cover-Letter Workshop</b></p> <p>Tue, Jan. 17</p> <p>12p.m.-1p.m.</p> <p>Student Union 316</p>	<p><b>Interviewing Info Session</b></p> <p>Wed, Jan. 18</p> <p>12p.m.-1p.m.</p> <p>Student Union 316</p>
<p><b>Navigating the Graduate School Application Process Info Session</b></p> <p>Thurs, Jan. 19</p> <p>12p.m.-1p.m.</p> <p>Student Union 316</p>	<p><b>Help I Need a Major!</b></p> <p>Mon, Jan. 23</p> <p>12p.m.-1p.m.</p> <p>Student Union 316</p>
<p><b>“Get to Know Yourself through FOCUS” Info Session</b></p> <p>Tue, Jan. 24</p> <p>12p.m.-1p.m.</p> <p>Student Union 316</p>	<p><b>UA CAREER FAIR</b></p> <p>Wed, Feb. 16 (DON'T FORGET)</p> <p>10:30a.m.-3p.m. (Professional dress required)</p> <p>Student Union Ballrooms</p>



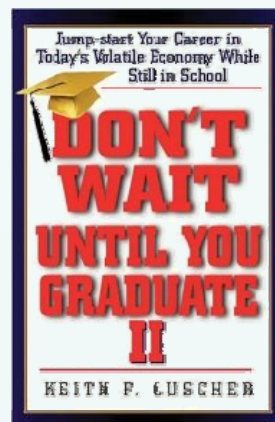
“Make sure you start preparing for this semester’s Career Fair by polishing your resume, attending workshops and researching the employers that interest you.”

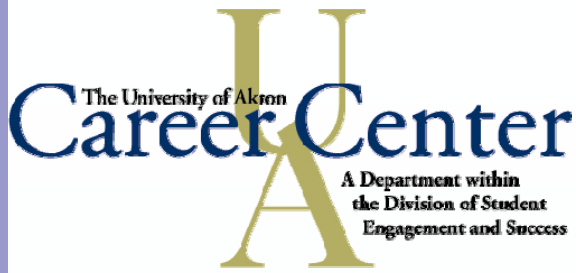
## Featured Career Book Review By Nino Colla

Don't Wait Until You Graduate II  
 By: Keith F. Luscher  
 Topic: Career Advice  
 You really should not wait any longer, especially if you are graduating this spring. What you do before your job hunt begins is just as important as the job hunt itself. Keith Luscher explains in *Don't Wait Until You Graduate* that character, work ethic and talent will get you hired in the world. Whether you are expecting to graduate soon or you are just starting college, Luscher's book can guide you into what you want to do to have a

successful start to your career. And now is as a good time as ever to prepare in today's job market. Luscher will help eliminate the fear of your career future and dispel some myths about nabbing a job. Let Luscher and *Don't Wait Until You Graduate* guide you on not only why it is important to get out there and get experience while you are in college but how to do it as well. If you know what you want to do in life and have a goal in mind, this book can help guide you to the journey you can take to achieve it.

**Location: Black Bookcase Second Shelf (General Career Development), Career Resource Library, Career Center.**





Simmons Hall 301  
Akron, OH 44325-4306  
M,Th,F: 8:00am-5:00pm  
T,W: 8:00am-6:00pm (by appointment )  
Phone: 330-972-7747  
Fax: 330-972-7748  
E-mail: [career@uakron.edu](mailto:career@uakron.edu)



## Our Mission

We support student and alumni success by promoting a greater awareness of the world of work and need to view career development as a life-long process.

## Our Sponsor

Verizon Communications is a leader in delivering broadband and other wireline and wireless communication innovations to mass market, business, government and wholesale customers. Verizon Wireless serves more than 80 million customers nationwide. A Dow 30 company, Verizon employs a diverse workforce of nearly 224,000 people.



## Career Comic

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"Yes, I have leadership experience. Last week I organized a street protest against your company."