



# The Quest

Career Directions for Students Today

Volume 3, Issue IV  
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## The Career Center

### Location

701 E. Fifth Street  
328-6050

[www.ecu.edu/e3careers/](http://www.ecu.edu/e3careers/)

### Hours

M-F, 8:00 am – 5:00 pm

Appointments may be made for Career Advising, Resume Critiques, Mock Interviews, and various other services offered by the Career Center



## You Never Know Who is Reading Your Posts

If you have ever heard the abbreviation “TMI”, then you know people tend to share “too much information,” especially online. This compulsion to share can be achieved through blogs, MySpace, Facebook, and public discussion boards, all to create the digital you. Your digital persona can be googled

by anyone and it will influence their thoughts about you.

What does this mean in the job search market?—be careful what you post online. According to Business Week Online, “Googling people is becoming a way for bosses and headhunters to do continuous and stealthy background checks on employees.” If there is unflattering information about you on the internet, potential employers can and will find it.

But once your career is started what you post online can still harm your career. One notable example is former Delta Airlines flight attendant Ellen Simonetti, who lost her job after posting pictures of herself in her Delta uniform on her blog “Queen of the Sky.” Many companies are taking preemptive action to curtail potential employee problems by creating corporate blog policies that govern employee’s online behavior.

## Top 5 Etiquette Tips for the Job Search



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**Dress to Impress:** Remember, when interviewing for a job, you are wearing an interview “uniform.” In most cases, this means a suit.



**Research the Companies:** This will make the conversation that you will have with an employer easier because you will have some insight about the industry he/she is in.



**Be on Time:** Make sure that you are adequately prepared and on time for each meeting with an employer. This means whether your meeting is an actual interview, or just a short chat over lunch.



**Shake Hands and Introduce Yourself:** Taking the initiative to shake hands tells the employer a lot about you. Who wouldn’t want to be perceived as someone who is a confident and outgoing.



**Thank You Notes:** A well-written thank you note is not only a professional courtesy, but a great reminder to the employer about the things that were discussed in your interview.

### Upcoming Events

For a list of upcoming events sponsored by the Career Center, please click [here](#).

# The Career Coach:



Dear Career Coach,  
I have heard a lot about Federal Work Study for the Summer. What is it and where do I go to find out about it?

~From *The Summer School Student*

Dear Summer School Student,  
Federal Work Study is offered through out the year. The Summer Federal Work Study (FWS) Program offers:

- Federally funded work program based on students financial need.
- Qualified students work 40 hours a week, May 8 – August 11.
- Students earn \$7.00/hr working with non-profit community service agencies.
- FWS students can not take any summer classes.
- Go to Student Financial Aid (Flanagan 250) to see if you qualify!

More details at [www.ecu.edu/e3careers/forstudents.lookingforwork.workstudy.asp](http://www.ecu.edu/e3careers/forstudents.lookingforwork.workstudy.asp).

## The Top Ten Career Tools



1. **Networking-** Talk to friends, family, professors, former employers, people you know in the industry, people you don't know in the industry, etc. to find out about job opportunities.
2. **Interviewing Skills-** Research the employer's needs and demonstrate how you can effectively help meet those needs during your interview.
3. **Resume-** Think about what skills, abilities, and experiences you have that are important to the employer, and put them on your resume.
4. **Job Search Correspondence-** Use a cover letter to introduce your resume to the employer and a thank-you letter to reaffirm your interest in the position.

5. **Portfolio-** Present examples of your work to potential employers through a portfolio. It can be in a hard-copy format, on a disk or CD-ROM, or electronic (such as an e-portfolio).

6. **Skills & Interest Inventories-** Take assessments to help you discover how your own skills and interests can translate into a career.

7. **Job Search Databases-** Use job search databases to assist you in your search for full-time and part-time jobs, internships, and cooperative education opportunities.

8. **Occupational Information Network-** Interactive online tools are great resources for career research, as well as for self-assessment. The Occupational Information Network can be accessed at <http://online.onetcenter.org>

9. **Occupational Outlook Handbook-** This website is an excellent resource for career research and job descriptions. The Occupational Outlook Handbook can be accessed at <http://stats.bls.gov/oco>

10. **The Career Center at ECU-** If you have questions or concerns about your career search, make an appointment to meet with an advisor at The Career Center: <http://www.ecu.edu/e3careers/forstudents.overview.asp>

## New Allied Health and Nursing Liaison



The Career Center at ECU is pleased to announce that Brian Newton, Associate Director, will be the new liaison to the School of Nursing and the School of Allied Health Sciences beginning June 1<sup>st</sup>. Brian will be

responsible for assisting students with career readiness preparation, such as writing resumes and cover letters, interviewing, conducting a successful job search, and job offer negotiations. In addition, he will focus on building strong relationships with faculty and bring prospective employers to campus. Brian has worked in the ECU Career Center for the past six years. Prior to arriving at ECU, he was the director of career services and experiential education at Barton College in Wilson, NC. At the University of South Carolina, Brian earned a bachelor's degree in journalism and a master's of education in student personnel services.



## Students Use Spring Break to Network



Erin Kate McCarthy will be working with either Tiffany's, Calvin Klein, or VH1 in New York City over the summer.



Crystal Vick accepted an internship with RDF Media Group and will be part of the casting crew for "Wife Swap"

Some students think of Spring Break as a time to forget all the troubles of going to classes and working. Some students worked through spring break. Others used that time for strategic networking.

Through strategic networking, some ECU students recently spent their spring break landing jobs and internships in large cities such as NYC, LA, Seattle, WA, and Atlanta as well as in smaller towns and cities across the US.

This is a quick breakdown of the process:

- Build a prospect list of companies who do what you want to do or offer positions that you want.
- Call the decision makers and ask for five minutes of their time for some career advice.
- Start or complete the items they suggest, and call them back to thank them and casually set up a tour or a brief meeting. (This meeting can be over spring or fall break)
- Go to the meeting with the intention of getting to know them and learning about the business – ask them to critique your resume
- Call the decision maker back, thank them for the meeting, and ask them "who do you know that could use someone like me?"

This process can be intimidating to some students. Be ready for rejection. It will happen. You need about 100 names on your list to get five appointments. Please talk with a career coach to set up your plan. Plan your work, work your plan, and position yourself for a great internship or full time job!

## The Career Center during the Summer



What are you doing this summer? Long after the cheers of May graduation have ended and throughout the summer, The Career Center staff at ECU will be working hard to offer the students the very best in career readiness services and programs. Here is a short list of what we will be working on this summer.

### Strategic Planning

The staff comes together for several strategic planning sessions to review and analyze programs and services from the past year, as well as establish goals for the next year.

### Employer Visitations

The summer months are a good time for Career Center staff to get out of the office and visit with employers that currently recruit at ECU. We also spend time forging relationships with new recruiting partners.

### Assisting Students/Alumni

Of course, not all students graduate in May. Throughout the summer, the staff remains busy assisting those students who will finish coursework during the summer.

### Enhancing Technology

During the summer, the staff will also come together to review and analyze current uses of technology, as well as develop initiatives for technology enhancements.

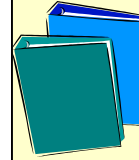
### Hiring and Training Paraprofessional Staff

Utilizing top-notch Graduate Assistants are a vital component of the mission of the Career Center.

## CRI is Now Available to Everyone

What if there was a program that would allow you to work one-on-one with a career coach to become more competitive in your field? What if you had the opportunity to interact with professionals who speak on topics ranging from salary negotiation to dining etiquette? Guess what, you can! The Career Ready Institute (CRI) is a program offered through The Career Center that will help prepare you to successfully find any internship or job that you want, and now the program is available to all majors. Through the program, you work one-on-one with a career coach who will help you develop a career plan, a resume and cover letter, practice interviewing, and successfully network with potential employers. Additionally, you get to attend various seminars offered by professional speakers on a wide range of job topics. These seminars are professional and informative, but also fun and entertaining. If you are interested in CRI, please contact The Career Center to make an appointment with a career coach. Also be on the look out for more details regarding CRI events during the fall 2006 semester.

### Career Quotes to Live By:



- ◆ The people who get on in this world are the people who get up and look for the circumstances they want, and if they can't find them, make them.  
-George Bernard Shaw
- ◆ The supreme accomplishment is to blur the line between work and play. -Arnold Toynbee
- ◆ I am seeking, I am striving, I am in it with all of my heart.  
- Vincent Van Gogh
- ◆ Starting out to make money is the greatest mistake in life. Do what you feel you have a flair for doing, and if you are good enough at it, the money will come. - Greer Garson

