

# The Big Picture

Volume 10, Issue 1

Fall 2011

## Key Words to Remember for each Academic Year:

Freshman Year

**Exploring**

Sophomore Year

**Deciding**

Junior Year

**Experience**

Senior Year

**Job Seeking**



Career Services is your  
compass for career success!

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## Talking Employment: Part-time jobs

Another semester is upon us, fellow Blazers, and for many students that means pining for a part-time job. Keep the Career Services office in mind as you begin your search for part-time employment. We maintain a list of off-campus, part-time jobs from around the local area to help simplify the search process for you. To view the updated list, swing by the office in Powell Hall-West, Second Floor with your VSU ID in hand.

Remember that even when applying for a part-time job, the little things matter. Here is some practical advice from your Career Services office to guide you through your search:

**Determine your need for a job.** Are you looking to gain relevant experience in your major or chosen career field, or do you just want a job that pays the bills? Determining your need for a part-time job can help you narrow your search results to the companies you want to work for.

**Pound the pavement.** Ask, ask, ask employers if they are hiring. If you do not ask, you cannot know. If you frequent a certain business and have developed a rapport with the staff, use your networking skills and find out if they are hiring. Bottom line, you must inquire.

**Make a good first impression.** Cliché, we know, but this old adage holds true even for part-time jobs. Make the employer remember you because you put in the effort to dress professionally. It will show them that you take their business and your desire to work there seriously.

**Stay persistent and optimistic.** Downturned economy or not, finding a part-time job is competitive business, especially at the beginning of a semester when students flood back into town after summer vacations. The first employer you go to might not have a position for you, but keep at it! Remember the moral of the tortoise and the hare: slow and steady wins the race.

And lastly, take advantage of the resources available to you. The Office of Career Services is here to assist you in all your job search needs including finding available off-campus positions, building a resume, and preparing for an interview. If you need assistance in any of these areas, give us a call or visit our office. We look forward to working with you! ♦

## The Right Skills for Success

Do you find yourself saying statements like these: *I am fed up with others telling me what to do with my education; I want to get ahead in life but do not know where to start in my decision-making process; or, I am unsure of the skills I need to get a job I would really enjoy?*

Consider this—the failure to succeed comes from not knowing or trying to please others instead of satisfying your own aspirations, but the secret to success is equipping yourself with the tools and skills to make the right decisions. You may ask yourself then what skills you already have, what skills you will need, and how to gain experience to develop those skills.

Those questions—and many other career-related questions—can be addressed during a meeting with a career counselor. With the average four-year degree now taking students five to six years to complete, you can save yourself a ton of time by making informed decisions about your education and setting career goals. The Career Services staff is here to help and just a phone call away. Call now! Call today! ♦

## Use It or Lose It: Job Search Etiquette

Utilizing proper job search etiquette can mean the difference between getting the job offer or not getting a call back. Below are some “fatal faux pas” to steer clear of during your job search. Keep these in mind and you will set yourself up for career success.

### ***Cell Phones, Bluetooths, iPads, ...Oh My!***

- Turn your phone (and other technology) OFF before arriving to interviews, networking events, meetings, etc. No one is more important in that moment than your future boss.
- Avoid ring-back tones and cute (or sarcastic) outgoing messages. Be enthusiastic but keep it professional and concise whether you are recording your own voicemail message or leaving a message for someone else.
- Avoid dropped or heavy-static calls. It may seem old-fashioned in the day of Bluetooth and Skype but a land line phone is more dependable during phone interviews.
- Disable call waiting in preparation for a phone interview. Whether it's the beep on your end or the dead air on the other end, incoming calls (even unanswered) are a distraction during the interview.

### ***Resumes...Oh the tall-tales we tell!***

- A resume is no place for hyperbole. Remember, anything you put on your resume is fair game for the employer to bring up during an interview. They may (and probably will) want to know how you have “years of experience” when you just graduated from college.
- Do not overstate your GPA; a 2.7 GPA is not the equivalent to a 3.0 on the resume. Sorry, but rounding is unacceptable.
- Be true to your job title; a “Student Assistant” is not the same thing as an “Office Assistant” or “Assistant to the Department Head.” You may be a Head Lifeguard responsible for training and supervising 25 other lifeguards. However, changing your title to “Aquatics Director” because it sounds impressive will also result in a much bigger problem – loss of your integrity and honesty. ♦

## Resume Walk-in Service Now Offered

The Career Services Staff is excited to introduce a NEW service for VSU students: Walk-in Resume Critiques. Starting during the Fall 2011 semester, students can now bring their resumes by the Career Services office and get some quick feedback on their resume drafts. For help drafting a resume, please see our Sections of a Resume packet available in our office or through our Web site. To take advantage of this service, come by the office during the following days and times:

**Tuesdays**  
10:30 a.m. – 12:30 p.m.

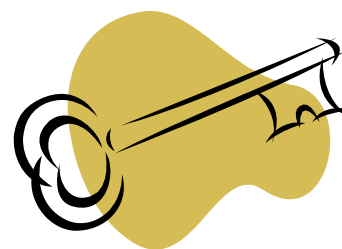
**Wednesdays**  
9:00 – 11:00 a.m.

**Thursdays**  
3:00 – 5:00 p.m.

**Please note: Walk-in services will be unavailable on Career Days.**

**“High expectations are the key  
to everything.”**

~Sam Walton



## Fall 2011 Career Development Seminars

Each semester the Career Services staff presents career development seminars to meet a variety of needs. Below are this semester's offered seminars. Detailed descriptions of each seminar are available on our Web site.

Attending Graduate School

Career Planning (NEW!)

Career Fair Networking & Strategies

Job Search: The Whole Story

Successful Interviewing

*For dates/times and registration information visit our Web site or contact the office at 333-5942. Each Seminar will last approximately one hour.*

## Upcoming Career Days!

Employers from a variety of corporate and government industries attend the Career Expos to discuss employment opportunities for students and alumni. Likewise, school districts and other educational institutions attend the Education Career Day to recruit teachers and education professionals. Do not miss these opportunities for employers to come to YOU! Arrive early, dress professionally, and bring extra copies of your resume.

### **Fall Career Expo**

Thursday, October 27, 2011

10 a.m.-2 p.m.

Rainwater Conference Center

### **Education Career Day**

Wednesday, November 16, 2011

10 a.m.-2 p.m.

Rainwater Conference Center

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CAREER SERVICES**

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**Attention Seniors!**

**Until you have found your new job,  
make the Office of Career Services  
your second home.**

**The same assistance available to  
you for free from your Career  
Services office costs \$500-\$5,000 at  
a private, professional career search  
agency.**

**Career Services Staff**

Winifred V. Collins, Director

Kevin Taylor, Associate Director

DeLois Hargett, Employer Relations Coordinator

Crystal Goode, Career Counselor

Dana R. Wheeler, Administrative Secretary



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Career Services

## **Quick Tips! Professionalism**

**When you land the job be sure to implement the following tips to get  
ahead in the Work Place:**

- Learn your job
- Know the dress code
- Control your emotions
- Don't abuse the trust of your supervisor
- Treat others the way you want to be treated
- Be a part of the solution not the problem
- Learn from feedback and constructive criticism
- Don't discuss personal information on the job
- Be a team player

