

Junior/Senior Career Planning Newsletter

FALL 2009

CAREER PLANNING
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Office Hours

Monday - Friday
8:30am - 4:30pm

Walk-in Hours

Monday - Friday
1:00pm - 4:00pm

Applying to Grad School?

85% of the Graduate and Professional School Fair attendees responded that they would benefit from an individual appointment with a career counselor regarding their graduate school decision-making process.

Well, you are in luck! The Career Planning Office can assist you in all aspects of the Graduate School application process: Deciding if graduate school is right for you, choosing the right program and school, obtaining reference letters, writing a personal statement, taking a graduate entrance exam, and interviewing skills.

Here's what students are saying about the recent Graduate and Professional School Fair.

"It was a very helpful fair with a lot of information on every school"

"This fair helped me improve my direction, thank you for doing this!"

**FREE RESOURCES IN
CAREER PLANNING!
Stop in and take some!**

- * Graduate School Catalogue
- * NACE Job Choices Magazine

References:

MAKE THEM WORK FOR YOU

Brief Them: Make sure they know what you have accomplished.

Get Their Permission: Must get permission to use their name up front but not every time.

Provide Details: Name, Title, Place of Employment, Address, Phone Number, Email Address.

Pick the Right Kind: *Professional rather than personal:* Former employers, community officials, professors, administrators...

Inform and Thank: Let them know what happened and thank them!



Attending a Job Expo or Interview?

Here are some tips to keep in mind:

- 1) PREPARE
- 2) Dress appropriately
- 3) Make good eye contact
- 4) Answer questions directly
- 5) Be positive
- 6) Bring multiple copies of your resume
- 7) SMILE! ☺
- 8) RELAX!

CAREER
PLANNING
TIP OF THE
SEMESTER

**DON'T WAIT! STOP IN TO CAREER PLANNING NOW TO DISCUSS
JOB SEARCHING OR GRADUATE SCHOOL OPTIONS**

UPCOMING EVENTS

**Union College
Graduate
School Table**
October 16th
11:00am-1:00pm
Student Union Lobby

**Creating a Self-
Marketing Brochure
Workshop**
October 21st
6:00-7:00 pm
Sisson 2nd Floor Lounge

A Major Affair
October 28th
6:00-7:30 pm
Student Union MPR

**U.S. Army
Informational Table**
November 4th
11:00am-1:00pm
Student Union Lobby

**Helping Students
Decide on a Major or
Career Workshop**
November 12th
5:00-6:00 pm
Sisson 2nd Floor Lounge

**SUNY Oswego:
Technology Education
Recruitment Seminar
and Education Job Fair**
October 23
Contact SUNY Oswego:
www.oswego.edu/student/career/employers/teacherfair/index.html

Dress for Success

Employers at Job Fairs/Job Expos and interviews always notice attire, especially if you're *not* dressed appropriately. Clothing is a way for employers to determine who has taken the event seriously and who has not. Since it can be difficult to know what individual organizations will accept for attire, clothing should be **"business casual"**. **Business casual** has a crisp and neat look, not tight or baggy. Business casual has a classic look rather than reflecting the latest fashion. Do not confuse a business function with a social event: do not dress for a party, or a date, or in basic college attire.



BearTracker And Alumni Mentors

BearTracker is an internet service offered by our office that can be used to find internships, employment, and alumni mentors. Specifically, students can look at job postings and contact alumni mentors to learn information about their career field. You can ask alumni about their educational paths and much more! You must create a free BearTracker profile to utilize this service. A link to BearTracker is located on the Career Planning website or through BearPaws.

BearTracker Database
Helping students navigate volunteer, internships, mentor and career opportunities.

 STUDENT
LOGIN

 EMPLOYER
LOGIN

 ALUMNI
JOB SEARCH

 MENTOR
LOGIN

JUNIOR / SENIOR CHECKLIST

- ___ Start your reference file
- ___ Network with career professionals
- ___ Plan career-related summer jobs or internships
- ___ Pick up information about graduate school
- ___ Take a Graduate School Mock Exam
- ___ Write your resume
- ___ Obtain letters of recommendation
- ___ Set up an appointment for a Mock Interview
- ___ Begin your portfolio preparations
- ___ Begin preparing to job search
- ___ Attend SUNY Potsdam's Job Expo to speak with employers
- ___ Design a Self-Marketing Brochure

CHECK OUT OUR WEBSITE:
WWW.POTSDAM.EDU/OFFICES/CAREER

NEWSLETTER WRITTEN BY: ERIN KERWIN