

SPECIAL POINTS OF INTEREST:

- Chose the major best for YOU!
- LinkedIn, a social network for your job search & more!
- Learn about a new Co-op Employer and a student's experience working with them!

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Co-Op & Career News

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Five Tips for an Effective Resumé

A resumé is a quick way to highlight your work experience and achievements. It is also a constant work in progress and should be updated regularly.

Here are some things to keep in mind...

Don't Rely on Resume Wizards:

Resume Wizards only give you a mediocre outline of a resume. They are intended to be used as a starting point

Be Specific, Concise, and Honest:

You've got to master the art of being both specific and succinct. Your descriptions should be clear, but not too long.

Recruiters like to see numbers, so include them when possible. And generally speaking, keep the resume to one page.

Make it Relevant:

Be sure the content of your resumé is relevant to the position for which you're applying. Use language that will resonate with the recruiter. Read the job description carefully, and tailor your resume to that description. Use strong verbs to describe your work & be professional.

Polish it From Time to Time:

As you find yourself changing jobs or getting promoted, etch out some personal time to update your resume with your most recent changes or accomplishments. You will find that

you can write the best description for your job, while you're still in it.

Review, Edit & Proofread

Recruiters have to review hundreds of resumes. Don't give them a reason to put you in the "No Thank You" stack on their desk. By all means, please use the spell-check. Also, have others read your resumé for any errors.

For more resumé tips or for assistance, visit our website: www.cabrini.edu/careerservices

Or, drop off your resumé to be reviewed by a staff member!

Co-op Student Spotlight: Molly Enos

Molly Enos, Communications major, began her professional career as a sophomore at Cabrini College with a co-op placement at PowerMinders.

Molly worked in direct sales, sales training, network marketing and recruiting and non-profit management while increasing public awareness about energy efficiency.

Molly then spent her summer at Pittsburgh Magazine working as a Sales and Marketing Intern in event planning, research, marketing strategies and sales. She is the winner of an energy efficiency contest sponsored by PowerMinders, and has been nominated for the PennACE Co-op Student of the Year award (non-profit sector) '09-'10.

Molly will graduate in May and is ready to undertake her next major goal of securing full time, professional employment.

Molly is a great example to follow of a student who is taking full advantage of the co-op program.

If you can fit it into your course schedule, why not consider getting co-op experience?



How do/will people see you at work?

Home stagers can work on an hourly rate or on a fixed rate basis.

Join a social networking site for professional use!



What is it? -

- It's an online professional network providing career support and networking opportunities. Use it to:

Find people with similar jobs, skills or educational experiences. Join professional groups/associations and search for jobs!

Here's what you do:

- Log-on, and create a profile (www.linkedin.com)
- Find the Cabrini College Alumni group and submit a request to join!

The Co-op & Career Services Office recommends that junior and senior level college students should be using LinkedIn! It is a great tool to assist in a job search, if used properly.

For more information on how to use LinkedIn for your job search, contact the Co-op & Career Services Office.

Workplace Reputation...Perception is Reality

I once received an interesting piece of advice from one of my managers when I was in sales. She told me that people won't judge me or my work based on my intentions, but on their perception of me.

We then had a conversation about intention versus perception and how perception is the reality.

What is your workplace reputation? Is it an accurate depiction of your work ethic? Whether you work in a small

office or as part of a large team, your reputation will precede you. How would your co-workers describe you?

Are you the one in the office who is known for taking the two-hour lunch, comes in late and leaves early? If asked, would your supervisor say that you were dependable and accountable? We all like to think that we know the answers to these questions and that they are going to be positive, but are you sure?

The book "Career Warfare" by the CEO of John Hancock says, "Just remember as you work in your internships, or transition from student to new professionals, people will not know what your intentions are. You will be judged by your actions."

When trying to manage your "brand/image" or build your reputation" keep in mind that perception is reality.

Emerging Careers: Home Stagers

Anyone who is trying to sell a home in today's market knows it's not going to be easy. Enter Home Stager! These individuals are usually freelance workers who are recommended by real estate agents or word of mouth.

Home Stagers make suggestions on how to improve the look of your property before you list it for sale.

This may include removing furniture from rooms to make them look bigger, remove artwork from walls, photographs and decorative items from table tops so things don't look cluttered. Paint the interior of the home in neutral tones and upgrade appliances if necessary.

They might also suggest an upgrade for front yard landscaping for curb appeal if necessary. These suggestions usually do pay off!

Home Stagers may work by the hour or on a fixed fee basis (\$200 - \$300) According to *Occupational Outlook Quarterly*.

Are You LinkedIn?

How To Stay Relevant



Stay marketable during times of unemployment; work without a full-time job!

While looking for a job in the current market, we would like to offer those who are recent grads and those who are facing unemployment a few ways to stay relevant and marketable while you conduct your job search.

We recently heard from employers that although recruiting is down, they are still interested in knowing what potential candidates are doing to keep their “marketability.”

Here are three suggestions to help you stay relevant in this market.

- 1.) Consider Entrepreneurship
 - What skills might you have to offer as a business
 - There is also freelance and contract work out there
- 2.) Consider New Industries!
 - Government work & green careers!
- 3) Get Involved!
 - Volunteer & engage in professional development

Check out our handouts online to help you choose your major!

What Can I do with a Major In.....

Choosing the right major for you!

Choosing a major can certainly be a daunting task for some. Try not to panic; you don't want to make a rash decision!

Choosing your major is about examining who you are and what you'd like to do for a living. When deciding on a major, think about these things:

- What inspires you
- Tasks that challenge your abilities
- Topics that pique your interests
- What kind of work would you be proud to do

While you are thinking about this, you should be taking initiative to

use the resources available to help you. Here are some suggestions:

- Get to know your advisor
- Talk to upperclassmen who have made the decision and taken most of the classes
- Do your own research and find the best fit for **you!**

Symplicity Co-op Database-Now called JobSource!

In case you hadn't heard, the Co-op & Career Services Office has an online job search database to help you find a job! It's a huge database, that functions much like the well-known sites like Monster and Career Builder.

The database can be found on our website, and it's where the co-op office posts all its jobs (full-time,

part-time, entry-level and co-ops and internships).

Many of our students are already using this system successfully, but we've recently gone through a system upgrade!

The database formerly known as Symplicity/NACElink, is now called Cabrini College JobSource!

In this system, you can upload resumés & cover letters, apply to jobs directly, create job search agents and be included in employer resumé books!

To learn more about the system, visit the website and watch a video tutorial.

www.cabrini.edu/careerservices
Then click on JobSource.

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Thanks for reading, come see us soon!
We're open: Monday 8:30 a.m. - 7 p.m.
and Tuesday through Friday 8:30 a.m. - 4:30 p.m.

Upcoming Events

Music Industry Conference

Saturday, October 31st: 9am to 6pm

COST is \$75.00

Community College
of Philadelphia

Winnet Student Life Building

Confirmed Speakers Include;

Vp of Atlantic Records; Senior VP of
Urban Music at Capitol Records;
several recording artists, songwriters,
producers, etc.

Northeast Regional Library Job Fair

November 10th; 1pm-4pm

228 Cottman Ave
Philadelphia, PA

Phila Job Hunters and

Networking Event

Pennsylvania Convention Center

November 10th; 8am to 3pm

You must Pre-Register to attend!

www.integritycareertransitions.com

Penguins Sports Industry

Job Fair

November 11th

Pre-registration is required

By Friday November 6th!

\$17 in advance covers:

Career fair, game ticket & Penguins
hat!

\$20 at the door!

Location:

Wachovia Arena at Casey Plaza

Wilkes-Barre, PA

For Info, e-mail:

mchatburn@WBSPENGUINS.com

Campus Philly's

Life Sciences 09

Career Fair

November 19th: 9am to 1pm

Thomas Jefferson University

Alumni Hall