

EARN WHILE YOU LEARN

The Internship/Cooperative Education Program is designed to assist students in finding meaningful employment directly related to their degrees. It is an extension of classroom training. Students are currently being placed for fall internship assignments.

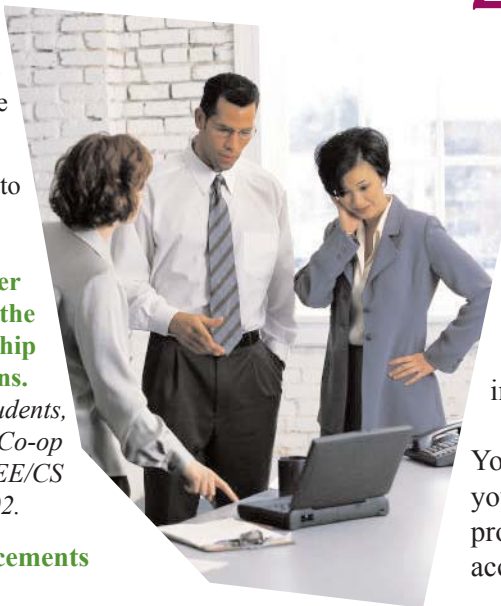
Eligibility requirements include: declared degree and major; completion of one semester at UTD; for undergraduate students, a minimum GPA of 2.0 and completion of 36 credit hours; for graduate students, a minimum GPA of 3.0 and completion of 9 credit hours.

F-1 students must have F-1 status for nine months prior to the semester they are planning to work.

To find out more or to join the UTD Internship Program, check out the Career Center website for the schedule of Internship Information Sessions.

For all CS or EE students, sign-up for the IPP/Co-op Orientations in the EE/CS building, Room 2.502.

Fall & Spring placements have begun!



KEEP YOUR RESUME FROM GETTING LOST IN THE INBOX



1. One general resume will not get you an interview - tailor your resume to the specific position.
2. Objectives must be **specific** to your job goal.
3. No resume can tell everything about you; don't attempt to write your autobiography.
4. Your resume is a **living document** that will grow with you throughout your career.
5. The overall "**look**" of the resume is just as important as the content.

Your resume is one of the "marketing tools" that gets you noticed. Present **YOU** in a consistent, professional package that highlights your best skills, accomplishments, and areas of expertise.

*"Attempt the impossible in order to improve your work."
Bette Davis, Actress*

*"Experience is an asset of which no worker can be cheated."
Napoleon Hill, Founder of The Science of Success*

TRUST YOUR INSTINCTS

Interviewing can be a very grueling process. It is always best to **be prepared** for anything, including the interview process. Here are some key ideas to help prepare:

When interviewing, **master** your people watching skills and **trust** your gut instincts.

Interviewing is a two-way street, so you need to **question** your interviewer. Ask good questions and know how to read between the lines.

Take **mental notes** and use the notes to screen employers on their trustworthiness.

Intuition helps to show us our likes and dislikes and warn us against danger. Don't be so eager to accept an offer that you ignore your inner voice that tells you something's wrong with the job, supervisor or the organization.

Be cautious. Keep a completed interview in perspective. Even though an interview goes well, it doesn't guarantee you an offer.

No one likes rejection. Yet all might not be lost. If the organization is growing, opportunities might open up in the future.

Finally, remember to **trust your gut!** If you don't believe you are going to get the respect or feedback you deserve from the prospective employer, then don't take the job.



"Keep true, never be ashamed of doing right, decide on what you think is right and stick to it."
George Eliot



DISCOVER EMPLOYER MOTIVATORS

Every organization has several reasons for hiring new employees. As the applicant, it is your job to **dig** into available information in newspapers, business journals, annual reports, and the Internet to **discover** what motivates the hiring manager. Some examples of employer motivators include:

- Generating Revenue
- Increasing Savings
- Improving Efficiency or Productivity
- Resolving Specific Problems
- Customer/Vendor Development
- Strategic Planning and Implementation
- Project Management

Use your research to provide clear, concise statements on your resume, in your cover letter, and during your interview to demonstrate how you meet the motivating requirements. **Show** your accomplishments through examples of previous positions or experiences, student activities, academic projects, and volunteer work. Uncovering these motivators should only **enhance** your marketability as a potential candidate.

TOP 8 HIRING CRITERIA FOR GRADS

WHAT EMPLOYERS LOOK FOR MOST WHEN HIRING NEW COLLEGE GRADS

- Major
- Interviewing Skills
- Internship/Work Experience
- Miscellaneous Qualifications
- Grade Point Average

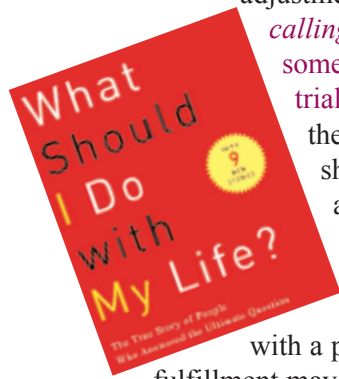
*Survey from CollegeGrad.com
April 21, 2004*

CAREER CENTER LIBRARY BOOK REVIEW

What Should I Do With My Life?

The True Story of People Who Answered the Ultimate Question by Po Bronson, Random House

The answer to the title's ultimate question is unique for each person...fraught with twists and turns...false starts... transitions... starting over... hardships...pain...and financial adjustments. Po Bronson suggests that "a calling is not something you know, it is something you grow into, through trials and mistakes." After reading the many true stories of people who shared their personal struggles in an attempt to answer this ultimate question, you will identify and connect with some of them. You should understand that a career with a purpose or a career that gives you fulfillment may start out only as a brief thought, a glimmer of what could be, a desire that seems unrealistic or out of reach.



What Should I Do With My Life? presents a roller coaster of real life stories to inspire you to stay open and not expect an epiphany as to what you should be when you "grow up." View this question as a starting point to opening the door to a world of options. The author encourages readers to listen to their inner voices and trust, even if it is only a whisper, that it can develop into a loud and consistent message to follow in order to live a worthwhile life!

This book is for those who want to take charge of their destiny, but understand the journey will take tenacity and the ability to rise above and face one's fears. Hopefully, this ultimate question will then be answered.

"Since November of last year, I had been looking for a new job and I had really never utilized the Career Center for anything. I appreciate the help the UTD Career Center provides. Finding a job was a real stressful time in my life, the Career Center helped tremendously"

*Deena Hamideh
Bachelor of Science,
Business Administration*

10 SKILLS YOU NEED TO SUCCEED

Work Ethic
Physical Performance
Speaking
Writing
Working With People
Influencing People
Research
Number-crunching
Asking/Answering The "Right" Questions
Problem-solving

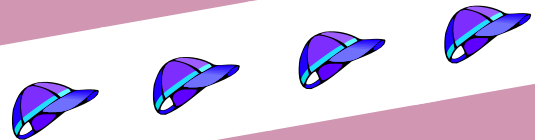
*Bill Coplin, Ten Things
Employers Want You To Learn In College*

DINGBATS...

are comon phrases represented as graphic puzzles. Use your brain to recognize these. (Answers below)

LACIGOLONORHC ORDER

SPACE



SKILL
SKILL

SKILL
SKILL

Answers: Reverse Chronological Order, White Space, All Caps, Skill Sets

The University of Texas at Dallas
Career Center
McDermott Library
MC 1.312

Phone: 972-883-2943

Fax: 972-883-2431

Email: careercenter@utdallas.edu

Check Out Our New Web Page For
A Wealth Of Information!

www.utdallas.edu/student/career

Fall & Spring
Monday - Thursday
9:00 am - 6:30 pm
Friday
9:00 am - 5:00 pm

Summer & Intersession
Monday - Thursday
9:00 am - 6:00 pm
Friday
9:00 am - 5:00 pm

Career Expo

Tuesday, September 21
11:00 am - 4:00 pm
Activity Center

Participating employers
from a variety of
industry sectors!

All Majors!

All Career Fields!

All UTD students and
Alumni are encouraged to
attend!

**Professional Dress is
REQUIRED**

**Comet Card or Alumni
Card is required**

Beginning in August, check
out the current list of
registered organizations on
the Career Center website.

Graduate and Professional School Fair

Thursday, October 21
11:00 am - 3:00 pm
Conference Center

An excellent
opportunity to visit
with representatives
from Graduate and
Professional Schools
from across the
country.

**UTD Graduate Schools
will also be represented
at this fair.**

Beginning
mid-September, check
out the current list of
registered schools on the
Career Center website.

Internship/Co-op

Fall Dates

The work assignment date for
the Fall 2004 semester should
begin August 19, or later
(no later than October 21 for
F1 students), and end
December 10, or earlier.

Spring Dates

The work assignment date for
the Spring 2005 semester should
begin January 10, or later (no
later than March 14 for F1
students), and end May 6, or
earlier.

STAFF ANNOUNCEMENTS...



Student Staff: (left to right) Sandra Iro, LaMonica Kinch, Vinnie Mutsemi, Natalia Albright

"You may have the loftiest goals, the highest ideals, the noblest dreams, but remember this, nothing works unless you do."

Nido Qubein



Michael Gomez,
Internship Coordinator



Heather Huntley,
Internship Coordinator



(left to right) Linda Burson-Jersin, Associate Director Employer Relations & Kathy Meyer, CARE Award Recipient

STUDENT QUOTE

"I was called in for a second interview and that following Friday I was offered the job! I could not have done this without the help of a career counselor and the services of the Career Center. More students should seek the Career Center for assistance with interviewing, resumes and employment. Thank you! It was greatly appreciated!"

*Alisha Richardson,
Bachelor of Science
Computer Science*