

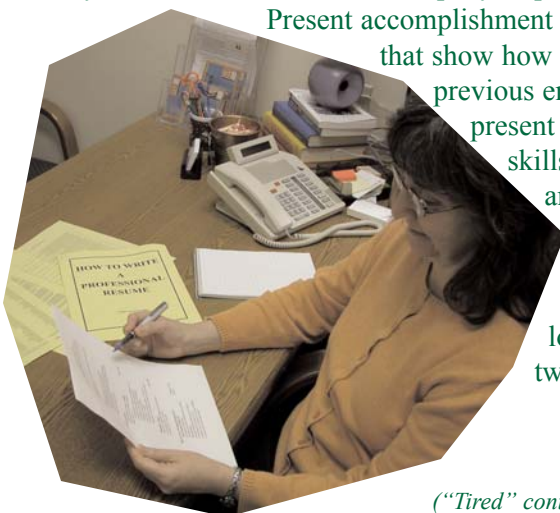
## Tired Of Hearing No?

### Maybe it is time for a resume check-up!

In today's competitive job market, you must create a document that presents the most relevant information about you as a job seeker. Research shows that most recruiters, human resource personnel, and hiring managers spend less than 30 seconds scanning a resume in order to eliminate applicants. The resume must also show how you meet the needs of prospective employers. Some of the most common resume problems are presented here, along with suggested solutions.

- 1. Too Long.** In today's job market, a one-page resume is most effective. Try to keep it to a single page.
- 2. Too General.** Create several targeted resumes that emphasize your abilities in a specific area. Targeted resumes can be focused on a specific type of position, a company, or an industry.
- 3. Irrelevant Information.** A resume must show how you can contribute to the company or position.

Present accomplishment statements that show how you benefited previous employers and present transferrable skills, knowledge, and abilities in easy-to-read statements that are no longer than two lines.



(“Tired” continued on Page 4)

*“Thanks for following up with me...your encouragement was very timely and really needed!”*

*Alesia Morris, Class of 2005*

## Successfully Navigating The Minefield

***Salary negotiations can be stressful, but there are steps to ensure effective and professional discussions with the interviewer.***

1. Always research the salary range for the type of position, the industry, and the geographic location. Remember, knowledge is power.
2. Never state your salary goal before an offer is made. If possible, never be the first to state a dollar amount even after an offer.
3. When asked about salary, smile confidently and return the question - “What is the salary range in XYZ company for an entry-level trainee with my experience, education, and skills?”



(“Minefield” continued on Page 4)

## Capitalizing On Assets/ Overcoming Barriers

The Workforce Recruitment Program (WRP) for college students with disabilities is a resource to connect public and private sector employers with highly motivated postsecondary students and recent graduates with disabilities who are eager to prove their abilities in the workforce.



Operating in 47 states across the country, recruiters travel to campuses interviewing more than 1500 students with disabilities. The information gathered during the interview is entered into a

database for employers hiring summer students or recent graduates.

Employers are able to search the database for an applicant who matches their requirements and then get in touch with candidates they are interested.

To be eligible for the program, students must have a substantial disability, be a U.S. citizen, be enrolled in an accredited institution of higher education on a full-time basis (unless the disability precludes the student from taking a full-time load) OR have graduated within the past year and not currently employed in his/her field.

If you believe you meet the eligibility requirements and wish to obtain more information or make application to participate, please contact the UTD Career Center to schedule an appointment with the Associate Director for Employer Development.

While the money is certainly a perk, the real benefits of the program are the hands-on work experience, networking opportunities, and a clearer picture of the direction you want your career to take.

## A First-Hand WRP Experience

*Margo King, a May 2004 graduate currently employed with the **Defense Contract Management Agency** in Dallas, TX reflects on obtaining her current position.*

“When I graduated from UTD in the Spring of 2004, the US economy practically was middle of the road. If you left college with a degree you had a 50-50 chance of getting a job. The Career Center informed me of a job opportunity through a government recruiter. I learned a long time ago not to judge an opportunity without listening to what they have to say. When you apply for a government job they want to know everything about you, from your first job to your current job, as well as your hobbies and interests. All education should be listed, including trade schools. Obviously, a government resume is more detailed. Make sure you are computer literate. It is in your best interest to know how to use the complete set of Microsoft Office and Outlook applications. The recruiter will ask you these things to help them make the decision as to where to place you.



Presently, I work as a Government Owned Vehicle Manager and Administrative Support Clerk with the Defense Contract Management Agency. The job does not match my

major; however, I was aiming for a ‘foot in the door,’ and after one year I can apply to another agency that is closer to my major. The job is fun!

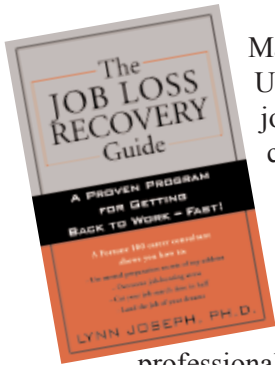
*(“First-Hand” continued on Page 4)*

*“This program is good for anyone with disabilities. I thank this program for helping me get a job with the government. I have learned a lot in a year and look forward to continuing with the additional training which will add more knowledge to my business future. Thank you WRP!”*

*Margo King, Class of 2004*

# CAREER CENTER LIBRARY BOOK REVIEW

*The Job-Loss Recovery Guide*, Lynn Joseph, PhD  
Press, 2005 132 pages



Many alumni and current students of UTD have been down-sized from their jobs and thrust back into a job search or career transition they did not choose.

*“The Job-Loss Recovery Guide”* is a new addition to the Career Center Library. Joseph is both an academic and a corporate career consultant who has interviewed many displaced

professionals who have had to grapple with the stress, depression, grief, and financial impact of losing their jobs. Joseph conducted her doctoral research on the investigations of mental image technology (MIT); she shares the concepts with the reader in a step-by-step format.

For many years now, top athletes have used MIT preparation to excel in their sport and among their peers. The book is divided into three segments, which utilizes MIT during six sessions. Mental image technology assists readers in facing the emotional upheaval they are feeling and defuses the trauma of this life experience in a more positive and constructive way. This book, and the accompanying CD, can be used to reduce the stress of the job hunting process, cut your research time in half, and land the job of your dreams.

Stop by the Career Center and locate this outstanding job-loss guide and CD. It will definitely put you back into a stronger frame of mind as you pursue your career opportunities.



*“My experience with the Career Center has been more fruitful than I could have imagined! I received comprehensive services that resulted in a job offer.”*

*Julie Najjaar, Class of 2005*

## What Good Is A Mock Interview?

*OR...Even Better...*

*What Not To Say During An Interview*

*“Well, when I get stressed out at work, I’ll just go have a beer.”*

*“He wasn’t doing his part of the project, so I went to the professor.”*

*“My biggest weakness is following dumb directions, I’d rather do things my own way.”*

These were **real** responses to interview questions, which demonstrates the need for a **mock interview**.

Even if you think you could ace an interview without any practice, a **mock interview** will be one of the best things you can do for yourself during the preparation stages of your job search.



The **UTD Career Center**

offers **mock interviews** tailored to your job goal. It takes about 90 minutes. You bring a VHS videotape, we interview you on tape for about 30 minutes, and then we show you your tape and help you evaluate your responses and the overall interview.

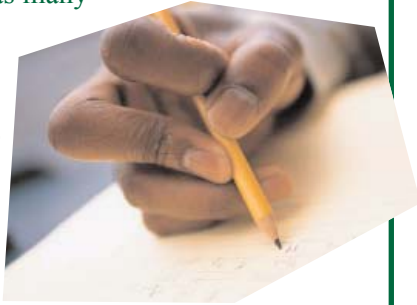
You will learn about proper attire, what to say and what not to say, and why interviewers ask the questions they do. In addition, you will gain knowledge of what the employers listen for and what they hear when you respond to their questions.

A mock interview can help you avoid *“shooting yourself in the foot”* in your job interviews. Contact the UTD Career Center today and schedule your **mock interview**. You will be glad you did!

*("Tired" continued from Page 1)*

#### **4. Grammar, Punctuation, Spelling**

**Mistakes.** Recruiters and HR personnel report that spelling and grammar mistakes are the easiest and most important criteria for eliminating applicants. Have as many other people as possible - people with good spelling and writing skills - read and critique the resume. Even one spelling, punctuation, or grammar mistake is too many.



**5. Unprofessional Format.** Create a document that is clean, concise, and makes people want to read it. Include adequate margins and plenty of white space because empty space draws the eye to important information.

*("First-Hand" continued from Page 2)*

I get to play with cars everyday, plus I conduct document scanning, mail handling, vehicle ordering and rotation. The department in my agency is a relatively stress free group and we work together as a team.

We find that working peacefully allows us to get things done more effectively. Maturity is a must! Always pay attention to detail, it is important and it makes a difference in your performance rating. And, last but not least, show up for work, your first year is a probationary period. Good luck with your own job search!"

*("Minefield" continued from Page 1)*

4. Once the interviewer states a salary range, respond appropriately.

**"That is very close to the salary range my research suggested."**

**"My research suggested a slightly higher range in this geographic location (or industry). Do you have an idea for the difference?"**

**"Well, that is certainly worth considering. However, since I have additional experience to contribute, I was looking for a slightly higher range."**

5. Recognize salary limits and don't price yourself too high or too low. Be knowledgeable about your worth to the company and what you can contribute. Be reasonable in your salary expectations, whether you are a new graduate, a career changer, or highly experienced candidate.

### **Five Important Questions To Ask In An Informational Interview**

*What are your daily activities in this position?*

*What skills do you see as essential for this field?*

*How did you obtain this position?*

*What do you see as the best job search strategies for this field?*

*Who would you recommend that I speak to next?*

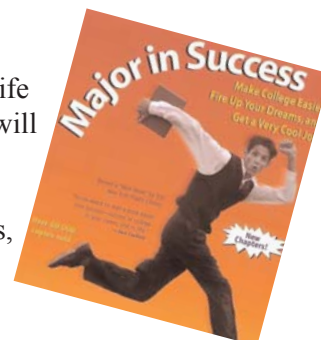
***"I am enjoying my job tremendously! I originally was hired to work in testing, doing data entry and processing for new testers and off-site tests; however, I recently have also been conducting special projects for the United States Air Force at MEPS headquarters. I enjoy my job experience and the people I work with are amazing. Because of my hard work and success on the job, I was awarded USMEPCOM Coin of Excellence. I would like to thank the Career Center for helping me to find this job through the WRP. It has proven to be a wonderful experience."***

*James DeBoi, Class of 2005*

# What Can I Do With A Major In...?

**First ask yourself these questions, “Why did I choose this major anyway?” and “What type of job would I really like to do, whether or not it aligns with my major?”** In order to answer these questions you must delve below the surface of your major and job titles to your interests, values, skills, and the many other factors that influence what type of career you might pursue. Granted, many students put limitations on their job choices, such as geographic location, salary range or commission base pay, or an unwillingness to travel.

Patrick Combs states in his book, *Major in Success*, that “choosing a major is NOT a life choice. If statistical averages and present-day trends are any indication of how things will go for you, there’s a 70% chance your first job will be related to your major. But after that, it’s likely that your career will progress like a pinball. Many, if not most people, end up in all kinds of jobs that have nothing to do with their major!” Secondly, he says, “...seventy-five percent of jobs are filled by people without the proper degree or qualifications. Your major or work experience doesn’t have to limit you.”



Pharmaceutical sales is one career example chosen by many UTD students. These students might be earning a degree in chemistry, biology, psychology, business administration, humanities, or interdisciplinary studies, yet they all voice an interest in a pharmaceutical rep position. This may be an excellent choice, but it is a difficult career to get into in today’s marketplace. Networking is an important aspect for securing an entry-level position within this particular industry. It has been demonstrated that 70% of a job search should be networking with people, making contacts, and meeting their referrals.

As you evaluate your career possibilities, you should also assess the importance of transferrable skills outside of your chosen major. The National Association of Colleges and Employers queries organizations on what they consider to be the top skills/abilities that qualify a candidate for employment. The emphasis is on honesty/integrity, interpersonal skills, motivation/initiative, analytical skills, and communication skills (both written and verbal). As you select your college major, remember to evaluate the transferrable world of work skills/requirements, and the industries and occupations that have potential for you to find satisfaction and success. The major you choose may allow you more employment options, open doors, grant access to successful people who will mentor you and ultimately allow you to find career satisfaction in one or several occupations.

*“A couple of weeks ago we talked about all sorts of career things, and you told me to start networking. Would you believe that I found an incredible internship the very first time I networked with someone!”*

*Jennifer Karr, Class of 2006*

## Do you have a *UTD CareerWorks* account?

If you are interested in viewing employment opportunities online, register for a *UTD CareerWorks* account today.

Part-time, Internship, and Full-time employment opportunities are posted on a daily basis.

Check often, you never know when the ‘right one’ might be listed.

Register at [www.utdallas.edu/student/career](http://www.utdallas.edu/student/career)

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](mailto:careercenter@utdallas.edu)

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

[www.utdallas.edu/student/career](http://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



The School of Social Sciences'  
**Public Agency Career Day**  
Thursday, March 31, 1:00 pm - 4:00 pm  
Green Center Commons

Review the Career Center website for information about all events, including seminars and resume critique Drop-by times. The following events will occur in the spring, but a confirmed date is not available at this time.

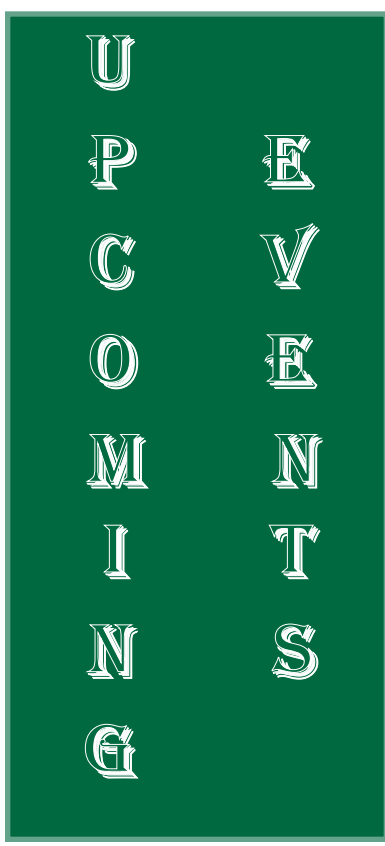
**Career Expo  
(February)**

**Teacher Interview Day  
(March)**

**TLEEAA Career Fair  
(April)**

The following Career Center staff members contributed articles to this publication.

**Linda Burson-Jersin  
Kathy Meyer  
Janie Shipman  
Donna Srader**



**Graduate/  
Professional  
School Fair**  
Wednesday, October 19  
1:30 pm - 3:30 pm  
Student Union,  
Galaxy Rooms  
  
An excellent opportunity to visit with representatives from various graduate programs.  
  
*A list of registered schools will be available on the Career Center website.*

**Career Expo**  
Thursday, September 15  
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  
  
A list of currently registered organizations is available on the Career Center website.