

Give Yourself an Edge in Today's Job Market

In today's market, what gives you that little extra advantage over others applying for the same job? It should be your job-hunting approach. Are you a passive job-hunter, or an active one? Do you limit yourself to online job searches and electronic applications, or do you "put yourself out there" to meet people?

While the internet is a great tool, research has shown that sole reliance on the internet is not getting students the jobs they desire. In a

booming economy, job hunters became accustomed to having an array of job offers to choose from, but in a tighter economy the opposite is true. There are many hunters and fewer jobs, and the employers often have the edge. One way to give yourself that edge is to take an active approach and develop an effective network of contacts. In other words, "**put yourself out there.**"

Here are some tips to get you started:

Talk to everyone you can and give them your business card (yes, business card - have some made even though you don't have a "title" yet)

Ask your professors who they know that you might contact

Join professional and community organizations to meet people

Research target companies and develop a list of contacts

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How Jobs Are Found*

More than 75 percent of job openings are never advertised

More than 60 percent of job openings are filled by word-of-mouth referrals or by contacting employers directly

Effective telephone use is the best way to get interviews

Source: *The Very Quick Job Search*

International Student Concerns About SEVIS

There has been some concern from our International Student population about how SEVIS will affect their job potential. Here are some facts about working and receiving a work authorization.

On-campus employment is pretty simple. Job functions must be performed on the school's premises. F-1 student employment must not exceed 20 hours a week while school is in session;



however, while school is not in session or during summer and intersession hours, students may work full-time on campus. F-1 students may

not continue in their on-campus employment after completing their course work or after they have withdrawn from school. F-1 students may not begin their on-campus employment more than 30 days prior to the start of classes.

Curricular practical training (CPT) is defined to be internship or cooperative education that is offered by sponsoring employers through cooperative agreements with

the school. Students may begin CPT only after receiving their I-20 form with CPT authorization from the International Student Services Office. To grant authorization for students to engage in CPT, the International Student Services Office will update the students' records in SEVIS as being authorized for CPT that is directly

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Today's Job Market (continued from Page 1)

Conduct informational interviews

Ask for referrals from all your contacts

Keep records of interviews and send thank you notes

Be sure to follow up and keep in touch with your contacts

Student Quote

"I have greatly improved my interviewing skills from the UTD Career Center Mock Interview process. I believe this is a great tool for any UTD student and I highly recommend it. The Career Center atmosphere is always friendly and helpful. I believe the UTD Career Center is one of the best in the DFW area"

Somchai Brown
MBA-Global
School of Management

SEVIS

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related to the students' major areas of study only after receiving an offer letter from the employer. The International Student Services Office will then print a copy of the employment page of the SEVIS I-20 form indicating that CPT has been approved. The International Student Services Office must sign, date, and return the SEVIS I-20 form to the students prior to their first day of employment. Students requesting CPT will need to ensure that their SEVIS I-20 request is complete so that the CPT can

Networking happens without you even realizing it.

Everyone you come in contact with has the potential to assist you with your career search.

For more help with this and other job-hunting techniques,

**VISIT YOUR
UTD CAREER CENTER!**

Keys to a Great Resume

A resume should be crisp, concise, and have consistent formatting

Use white or light colored paper, standard letter size



Templates are NOT recommended to create a resume

Avoid using italic text, underlining, graphics, and color

Capitalized words and boldface are acceptable

Use standard, non-decorative fonts, such as Times New Roman or Arial

Use 'key words' based on key skills

Avoid folding or stapling your resume

If it is a 2 page resume, include name on the second page

Always keep your resume up-to-date

Always proofread your resume before sending

be processed.

Optional practical training (OPT) is post-graduation temporary employment that is related to students' major areas of study. Applications for OPT are made to the U.S. Immigration & Naturalization Service. Students may not begin OPT until the date indicated on their employment authorization document. OPT must be requested prior to the completion of all course requirements for the degree or prior to the completion of the course of study. The total

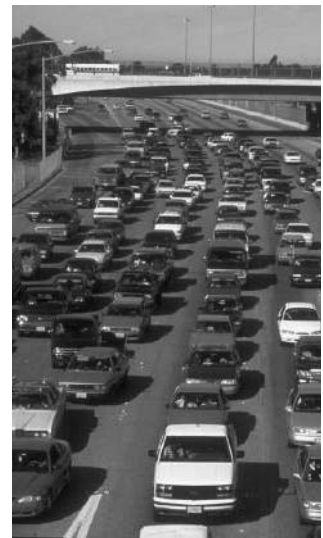
periods of authorization for OPT shall not exceed a maximum of twelve months. Students must submit a complete SEVIS I-20 request prior to or in conjunction with OPT application.

Questions concerning employment status should be addressed to the International Student Services Office at 972-883-4189, MC 1.310, or students may attend an International Student Services Office - SEVIS information session.

Brain Teaser!?!

Some interviewers are famous for brain-teasers and analytical "guess-timates." For example, "How many blue cars are there in the United States?"

The point is not to get the right answer (who knows what that is?), but instead to demonstrate sound logic and reasoning skills. Think aloud, explain to the interviewer how you would arrive at an estimate, then perform the basic math necessary to arrive at your estimate.



Where People Work*

Small Companies.....71%
(1-249 employees)

Medium Companies...16%
(250-299 employees)

Large Companies.....13%
(1000+ employees)

Source: *The Very Quick Job Search*

Career Word Search

Find the words, listed to the right, in the puzzle below. Words can be either forward or backward, vertical, horizontal or diagonal. There are 21 words. Hope you find them all!

B O J O B L I S T I N G S R S I
 O M O C K I N T E R V I E W S T
 J E S E L B A T O F N I R A E N
 C A R E E R C O U N S E L I N G
 I P O O C A R E E R F A I R S P
 Y O T D R R E S T N R S S W B O
 D E N E P Y S R E Y O L P M E D
 U E E I J R R E S U M E S M C L
 T R O M D E R E C R U I T I N G
 S T N E M S S E S S A L L I K S
 K E N T U O D M R S U N K B O B
 R C O M P U T E R S S R I T N O
 O F A H C R A E S B O J G M O J
 W I N O N C A M P U S J O B E N
 O R I N T E R N S H I P M S N S
 M E T E C S W E I V R E T N I O

CAREERS
 ERECRUITING
 COOP
 INTERNSHIP
 RESUMES
 MOCK INTERVIEWS
 SEMINARS
 LIBRARY RESOURCES
 COMPUTERS
 JOB SEARCH
 SKILL ASSESSMENTS
 CAREER COUNSELING
 JOB LISTINGS
 CAREER FAIRS
 SALARY
 INTERVIEWS
 WORK STUDY
 INFO TABLES
 ONCAMPUS JOB
 EMPLOYERS
 JOBS

Career Center Library Book Review

Major in Success
 by Patrick Combs,
 Ten Speed Press

This is a great, fun read for a student in search of his or her true calling in life or the age old question 'What should I major in now that I'm in college?' *Major in Success*, a short 150 pages, is packed with clever cartoons, relevant and poignant quotes, and hot tips easily applicable to

finding a major that can lead you to a rewarding career pursuit and a life worth living because it will be driven by FUN!

Combs takes you on a short journey through his own personal ups and downs to his current career success in writing and public speaking. He maps out for the reader the unrestricted pathways to discovering interests that lead to courses they will enjoy taking, as well as on-campus activities or leadership opportunities that will enhance their current skills and lead them to a preparation for life, not simply a job!

Combs stresses college is so much more than academics and that "picking the 'right' major doesn't dictate what careers you'll be able to enjoy" once you graduate. He goes on to say "there's a 70% chance your first job will be related to your major. But



View Patrick Combs' video, "5 Winning Ways to Beat this Difficult Job Market"

Both resources are available in the Career Center Resource Library

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."

So, take a few minutes to discover this book for yourself and learn that grades aren't everything, and that college is much more than 'what you major in!'

Student Quote

"The HR manager at the company I interviewed with found my resume on the Career Center eRecruiting site. Within an hour after the interview, I received a call from the HR director with an offer that was reasonably close to what I was making, good benefits and great opportunities for advancement. I've been working there for a short time, but the environment is excellent and it seems to be the job that I hoped I would find. If I hadn't registered with the Career Center, I would have never had this opportunity!"

Matt Cotherman
 Computer Science
 School of Engineering and
 Computer Science

Hot Jobs*

- Accounting-private
- Management trainee
- Design/construction engineering
- Teaching
- Project engineering
- Sales
- Accounting-public
- Financial/treasury analysis
- Systems/programming engineering
- Manufacturing/industrial engineering

*According to the NACE Winter 2003 Salary Survey

New Career Center Staff Members

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 Web Page For A
Wealth Of Information!

www.utdallas.edu/student/career



(from left to right) Janie Shipman, Career Counselor;
Taylin Ramirez, Student Employee; Elaine White, Secretary;
Eesha Luthra, Student Employee

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

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

Schedule of Events

Career Expo

Wednesday, April 9, 2003
11:00am-4:00pm
Activities Center

Participating employers
from Companies,
Organizations and
School Districts

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

Check out the current list of
attending organizations on
our website.

Drop-In Resume & Cover Letter Critiques

No appointment necessary at
these times.

Monday 10:00am-2:30pm
Tuesday 10:00am-1:00pm
Wednesday 2:00pm-5:00pm
Thursday 12:30pm-3:30pm
Friday 1:00pm-4:00pm



Internship/Co-op Summer Dates

The work assignment date for
the Summer 2003 semester
should begin May 12, or later,
(no later than July 2 for
F1 students) and end August 9,
or earlier.

What You Might Pay For These Career Services In The Private Sector*

Average Costs:

Resume Critique
\$79.00
Online Career Assessments
\$95.00
Career Counseling
\$119.00
Assessment Testing
\$219.00
Personal Consultation
\$250-\$300
Comprehensive Career Plan
\$3500.00

* All services are provided by your
UTD Career Center