

Great Networking Opportunity

Where can you have the opportunity to meet with and hand your resume to multiple employers in one room? No answer yet? How about The University of Texas at Dallas Career Center Spring 2004 Career Expo!

That's right!

The University of Texas at Dallas Career Center Spring 2004 Career Expo, which will be held on April 21, from 11:00 am - 4:00 pm, in the Activity Center, is designed to introduce UTD students and alumni to the opportunities that are available with various organizations. Employers will be on hand to answer questions as well as give out valuable information about their organizations.

If you've never attended a career expo or you just simply are not sure how to prepare, don't fret! The Career Center offers the "How to Work a Career Fair Like a Pro" seminar to give you pointers on what to do before, during and after a career expo. Visit our website www.utdallas.edu/student/career to see a listing of the dates and times. All seminars are conducted in the Career Center Seminar Room, MC1.608.

Attending the Career Expo may be the first step in networking with your future employer! Professional dress and ID are required! Don't miss out on this free event! See you April 21, 2004!



6 Employer Expectations

- 1. Show enthusiastic motivation.** If you want to work for them, act like it. Maintain good eye contact.
- 2. Strong communication skills.** If you are not proficient in English, find ways to practice and improve.
- 3. Dress appropriately.** Ideally, professional dress is preferred. Employers know college students are strapped for money, so business casual is okay.
- 4. Knowledge of the organization.** Do research regarding the organizations that interest you.
- 5. Pay attention to detail.** Important for all areas of the job search process, but especially on resumes, in relation to spelling and alignment.
- 6. Be prepared to ask questions.**

"Perfect Candidate"

Employers believe the "perfect" candidate will possess

good communication skills
honesty
interpersonal skills
motivation
teamwork skills
strong work ethic

Source: NACE Job Outlook Survey 2003

Personality can open doors, but only character can keep them open.

*Elmer G. Letterman
Business Executive*

2.7 Million New Jobs

The Bureau of Labor Statistics projects this many new jobs in 2004 and 22 million by the year 2010.

“Build your skills. Now is the time to be taking some courses, reading some books, listening to tapes, and getting some other kinds of experience to build your skills to become more marketable. The key for people is to be ready so they can sell themselves as the kind of employees these companies want.”

*Roger Herman, author of
Impending Crisis: Too Many
Jobs, Too Few People*



58.6% White
16.5% Black
16.2% Hispanic

These are the projected percentages of entrants to the work force in the year 2008. Clearly, the workplace is changing. Employers, at first spurred by affirmative action regulations, now find themselves attempting to recruit and retain workers who reflect the nation’s changing demographics. Career Center staff are attempting to present recruiters with a diverse slate of candidates.

Source: Bureau of Labor Statistics

The Challenge...

Getting minority students to utilize the Career Center! Colleges across the country reported that minorities rated career center usage as:

29.3% as good
47.7% as average
23% as poor

Source: Spotlight, September, 2000

The UTD Career Center has developed outreach programs to encourage minority students to use our services. These programs include presentations to minority student organizations, collaborating with the Multicultural Center, and providing access to various diversity publications. In addition, the Career Center has a culturally diverse staff ready and willing to assist students from all backgrounds. The Career Center staff strongly encourages all students to participate in every opportunity available.

*Only you can be yourself.
No one else is qualified for the job.*

Anonymous



Where Are The Jobs?... Who Are They For?

Where the jobs are:

- Employment Services
- Health Care/Social Assistance
- Professional/Scientific/Technical (legal, accounting, architecture and computer design)
- Transportation/Warehousing
- Accommodation/Food Services
- Construction
- Wholesale Trade (middlemen who sell to retailers)

In-Demand Candidates:

- Mechanical Engineering
- Electrical Engineering
- Accounting
- Business Administration/Management
- Economics/Finance

Source: Global Insight, November, 2003



Save Money...

The following dollar amounts show how much you might pay for the same services you receive from your Career Center, at no additional cost, just by being a UTD student.

Community and private career counseling services may charge these prices for their services:

- \$3500** Comprehensive, in-depth career self-assessment; including a book, personalized materials, and access to online programs
- \$219** Assessment testing
- \$158** One hour personal career counseling
- \$119** One hour structured session on increasing your marketability
- \$ 95** Online career assessment
- \$ 79** Resume evaluation, development or revision

Brain teaser Interviewing

How many quarters - placed one on top of the other - would it take to reach the top of the Empire State Building?

Interviewers want to see how you think through a problem. By using brain teasers in an interview, the interviewer is able to see your thinking process. Don't try to get the answer right, besides there might not be a "right answer." The interviewer is really trying to determine how you process information.

Jean Eisel
Duke's Fuqua School of Business



"...but, I thought I WAS dressed professionally!"

Career Center Library Book Review

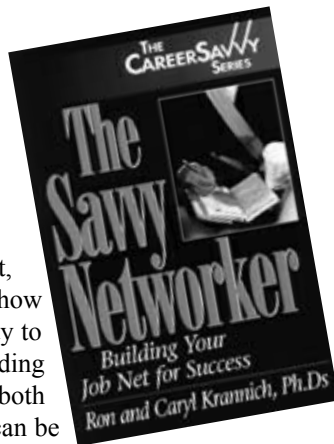
The Savvy Networker Building Your Job Net for Success

by Ronald L. and Caryl Rae
Krannich, Impact Publications

Networking can be a scary subject, which many people have no idea how to conduct. Networking is the way to build job and career success. Building large supportive networks can be both productive and beneficial, and it can be extremely easy. *The Savvy Networker* will assist in developing key skills and behaviors to help you to become a savvy networker.

This publication describes how "savvy networkers develop proactive communication strategies" based on three skill sets: making connections, building relationships, and nurturing networks. The various chapters target topics such as the myths and realities of networking, how to actually build a network, developing job leads and conducting interviews, and then maintaining and expanding your network.

If you don't already possess it naturally, networking is "a skill you can learn and use to ensure future job and career success." Simply by following the authors' advice and putting their principles into practice, you should be astounded by the results you obtain. These networking tips should add a strong "component to your job and career success!" *The Savvy Networker* is a quick, easy read with plenty of useful pointers.



4 Minutes

The maximum time spent by 71% of all employers when reviewing resumes

Top 3 Sections

Work Experience
Specific Skills
Education

Source: Texas A & M Commerce Resume Study, 2002

Resume Tips

One general resume will not get you an interview - *tailor your resume to the specific position*, emphasizing your skills, accomplishments, and areas of expertise.

Your resume is a living document that will grow with you throughout your career. Choose a style and format that will allow new information to be added easily.

No resume can tell everything about you, so don't attempt to write your autobiography.

The resume, cover letters, thank you letters, reference pages, and all job search documents are *marketing tools that get your product - YOU! - noticed*. Think of your name and contact information at the top of your resume as your letterhead and use the same format and font on every marketing piece you send to prospective employers. In this way, you present a consistent, professional-looking package of all your information.

Career Center Spotlight...

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



(left to right) Mickey Choate, Associate Director of Career Development and Recipient of the Student Life Program/Project of the Year Award; Kathy Meyer, Career Counselor and Recipient of the Student Life Star Award for Special Achievement; Janie Shipman, Career Counselor and Nominee for the Student Life New Employee of the Year Award; Michael Doty, Associate Director of Internal Operations and Nominee for the Student Life Outstanding Service Award; Donna Srader, New Resume Editor; Dhaval Sanghvi, New Student Employee; Linda Burson-Jersin, New Associate Director of Employer Relations.

The only person who can cheat you out of success is yourself. Accept responsibility for your growth and progress.

*Ken Blanchard
Author and Educator*

Career Expo

Wednesday, April 21
11:00 am - 4:00 pm
Activity Center

Participating employers
from a variety of
industry sectors

All Majors!

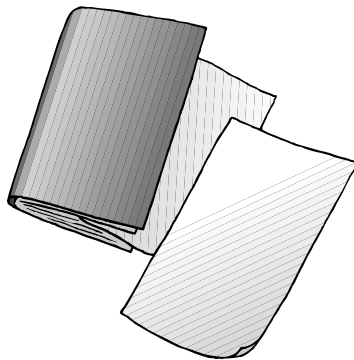
All Career Fields!

All UTD students and
Alumni are encouraged to
attend!

Professional Dress is
REQUIRED

Comet Card or Alumni
Card is required

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



Drop-In Resume & Cover Letter Critiques

*No appointment necessary
at these times.*

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

Internship/Co-op

Spring Dates

The work assignment date for
the Spring 2004 semester
should begin December 15, or
later (no later than March 22
for F1 students), and end
May 8, or earlier.

Summer Dates

The work assignment date for
the Summer 2004 semester
should begin May 10, or later
(no later than June 30 for
F1 students), and end
August 7, or earlier.



Student Quote

"I sought the UTD Career Center to jump-start my career. The Career Center staff were very professional and customer-oriented. They assisted me with my 'Needs', not to their assumed needs. That is 'WOW' customer service. I was recently offered a director's position, just 13 weeks after contacting the Career Center for the first time. Thank you Career Center Staff."

Nicholas Abella, May 2003
Master of Business
Administration