

## Is Grad School For You?

Trying to decide whether or not to attend graduate school can be challenging, but here are some helpful things to consider as you attempt to make that decision.

**Decide what your career goals are and if a graduate degree will help you to reach your goals.** There are practical concerns to consider, such as the cost of the program and your future ability to repay any student loans. You can evaluate these things by researching the job market, salary ranges, and projected trends for your field.

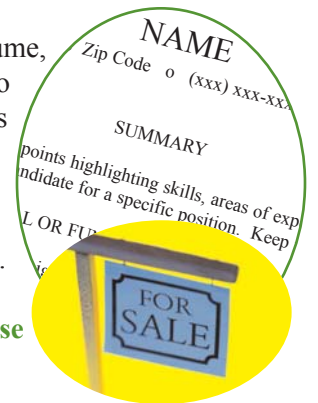
**You will have personal concerns to think about,** as well, in terms of your daily life as a graduate student. How will you learn some of these things? Talk with current graduate students at the colleges you are considering, and learn what they think of the department and the university. Talk with professionals and ask their opinions and advice for someone coming into the field.

**The UTD Career Center has several resources that can help you decide about graduate school and choose a program.** *Peterson's Guides, America's Best Colleges,* and *The Princeton Review* are print resources. The Career Center offers a new seminar, "Selecting Graduate and Professional Schools." You can also meet personally with a career counselor who will help you with online and other resources. If you are struggling with the graduate school question, why not let the UTD Career Center assist you? You will be glad you did!

## Resume Real Estate

In the real estate business, the watchword is Location, Location, Location. For resumes, the guiding principles should be Relevance, Relevance, Relevance, and then Location, Location, Location.

On a one- or two-page resume, real estate is too valuable to waste. If the information is not relevant to the current job goal, it should be deleted to make space for more pertinent information.



- 1 Determine the purpose of the resume.**
- 2 Write a targeted resume.** A resume that is written to achieve a specific job or to pursue a career in a particular industry or field will generate more attention and positive reaction than a general resume.
- 3 Develop a resume that focuses on those skills that are germane to your goal.** Do not simply list duties from your previous jobs and positions. Identify the accomplishments and achievements and present them in well-written, concise bullets using active voice and employing the strongest action verbs possible.

*(Resume Real Estate continued on page 4)*

*The Bureau of Labor Statistics estimates that almost one out of every four jobs created in the U.S. between 2002 and 2012 will be in healthcare and social assistance or private educational services.*

# SEOTY

What is SEOTY? Student Employee of the Year! This year's nominations are currently underway. On-Campus employers show their appreciation for their qualified student employees' hard work and dedication by recognizing them with a nomination. The National Student Employment Association (NSEA) Board established the criteria for choosing an eligible SEOTY from UTD. Undergraduate and graduate students who are on the student employee payroll and are performing student employee jobs are eligible, at the institution's discretion (Resident Advisors, Graduate Assistants, and Teaching Assistants are not eligible). The University's SEOTY winning nomination is then sent to the NSEA Board for nomination at the national level.

Students must have been employed for a minimum of 3 months full-time or 6 months part-time between July 1, 2004 and June 30, 2005 (anticipated). This period is equivalent to 240 working hours during the year. Nominations are submitted and a panel of judges, comprised of faculty and staff members, evaluates the nominations based on these criteria: Reliability, Quality of Work, Initiative, Professionalism, and Uniqueness of Contribution.



The UTD SEOTY for 2004 was Barbara Kasekende, a student employee with the International Student Services Office. Congratulations to Barbara and good luck to all student employees for this year's competition.

Work hard, show your dedication and you may be the UTD student representative for the national competition this year!

# WRP Program

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 in directly.

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 to take.

## Top 12 Employers

1. Microsoft
2. AT&T
3. State Farm Insurance
4. IBM
5. American Broadcasting Company
6. Johnson & Johnson

7. Honeywell
8. Raytheon
9. Lockheed Martin
10. Motorola
11. EDS
12. Cisco

As perceived by the readers of Careers & the disabled magazine, Winter 2004

# Career Center Library Book Review

As you started your college career here at UTD did you inevitably ask yourself the burning question "What the heck do I want to major in?" and then once you chose it, did the question become "What can I do with this major?" This is the number one question asked most often by students who visit a Career Counselor at the UTD Career Center.

Reviewing one of the books in the series "*Great Jobs for ... Majors*," published by VGM Career Books (a division of McGraw Books) is a great way for students to answer this simple but relevant question. The Career Center Library has numerous books of majors featured from this series, such as: "*Great Jobs for Engineering, Biology, Business, Computer Science, Psychology, Political Science, etc.*"



The "*Great Jobs*" series of books all have a section called 'Career Paths,' which lists four or five paths that are most common to that major. For example, the four career paths for Business are Sales, Retailing, Healthcare, and Non-Profits; the five career paths for Biology are Botanists, Zoologists, Aquatic Scientists, Medical Scientists, Technologists and Technicians; and for Engineering the five career paths are Industry, Consulting, Government, Education, and the Internet. Within each career path, the books highlight several occupations a student might pursue. Thus, these condensed volumes of career research make it easy and less daunting to explore career options.

Additional resources are available in the Career Arts Center to aid you in your career exploration.

("Great Jobs" continued on Page 4)

# Dressing For Success

The economic downturn has driven an increase in "wardrobe conservatism." This means that the business casual dress codes that were implemented back in the early '90s have converted back to business formal. Dressing for success means dressing up, not down.



The dress code for men is relatively simple, the preference is for a suit, but a tie and a sportcoat are acceptable. For women, the dress code is more difficult to define. Women's wardrobes can be more flexible than men's, partly due to the variety of options available to women. Each employer usually sets certain requirements for women to accommodate. The overall appearance should result in one of professionalism which matches what the organization is trying to project.

"Today's world is very competitive. Getting and keeping a job is tough," says Kim Johnson Gross, co-author of several *Dress Smart* books. "It's not about you and your rights, it's about you representing a company and the brand culture of that company. It's about your clothes getting in the way of your message."



So, dress to enhance your career!

Source: USA Today, December 1, 2004

*Body language can leave a lasting impression. So smile!*

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**

### Career Expo

**Wednesday, February 23**  
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.

### Teacher Interview Day

**Wednesday, March 23**  
**1:00 pm - 3:00 pm**  
**Student Union,  
Galaxy Rooms**

**An excellent  
opportunity to visit with  
representatives from  
school districts from  
around the Metroplex  
and the State.**

Check for a current list of  
registered schools on the  
Career Center  
website.

### The School of Social Sciences' Public Agency Career Day

**Thursday, March 31, 1:00 pm - 4:00 pm**  
Green Center Commons



# So, You Want To Be On CSI!

Most forensic scientists are employed in crime labs associated with law enforcement or other government agencies.

More than 20 colleges or universities in the U.S. offer a bachelor's degree program in forensic science.

### Types of CSI Jobs

- Forensic Anthropologist
- Forensic Computer Scientist
- Forensic Engineer
- Forensic Entomologist
- Forensic Nurse
- Forensic Odontology
- Forensic Pathologist
- Forensic Psychiatrist
- Forensic Psychologist
- Forensic Toxicologist

*(Resume Real Estate, continued from page 1)*

- 4 Prioritize your list of accomplishments** from top to bottom.
- 5 Condense information to the bare minimum** while still highlighting accomplishments and advantages that you brought to the position, the department, or the company. Start each bullet with an action verb that shows how you can contribute in the new position.
- 6 Recognize that a resume will never be complete or final.** You will be changing, updating, refining, and polishing forevermore.

The effort you invest in enhancing your resume real estate will lead to career opportunities and increase possibilities in your job search.

*("Great Jobs" continued from Page 3)*

You are encouraged to come browse through the wide variety of books, journals, magazines, vocational biographies, videotapes, and government materials. Or set up an appointment with a career counselor to discuss your dilemma and possibly take assessments that evaluate your interests, skills, work values, and personality.

Stop by the Career Center and begin to answer the question you've been asking since enrolling in college. Take comfort in the knowledge that this question is not easy to answer and most people do not get it right the first or second time.