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▶ HOURS:
MONDAY- FRIDAY
8 AM- 5 PM

▶ STAFF:
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◦ December 2011

Bethel's Career Compass

Christmas Break Checklist

After working hard all fall semester, you may want to curl up and spend your break sleeping late, playing video games, or hanging out with friends. But we're encouraging you to resist the temptation to enter full-on hibernation mode. Use this calendar to **plot out some goals** to meet before the spring semester sneaks up on you.

December 20

Update Your Resume with your most recent experiences and achievements and search online templates for ways to **make it pop**. "When you are seeking a job, internship or volunteer opportunity, there is nothing more important than having an attractive, well-written resume," says White.

December 22

Build up your online profile. Take your freshly polished resume and post it on career search and networking websites, such as CareerBuilder, Monster, and LinkedIn.

December 27

Make five new contacts. Ask family, friends, and professors for help expanding your

professional network. "Begin gathering contact information [and] contact them by phone or e-mail," White says. Don't ask for a job, but request some of their time.

January 3

Get some counseling. January is actually a great time to meet with your **career center** as staff will likely have more time to spend with you, says Dr. Richard White, director of career services at Rutgers University-New Brunswick in New Jersey. "They can help you to develop a job search or graduate school action plan, provide employer contacts, and inform you of career-related events during the spring semester."



January 5

Attend a career fair. Think one-stop shopping. At a career fair, you can **browse a variety of recruiters and employers** in the same location. Become a

hunter-gatherer: track down companies of interest, learn more about potential employers, and walk away with even more contacts.

January 7

Complete a career assessment. If you haven't zeroed in on what career path you want to take, an assessment can help with the decision-making process.

January 10

Apply for Internships. Once spring semester is in full swing, you'll probably be too focused on studies to give internship applications the attention they deserve. **Start searching** and applying now.

January 12

Let someone else do the bragging for you. Talk to your professors, academic advisers, or past employers and see if they're willing to write letters of recommendation or be contacted as a reference.

January 14

Send out applications for fulltime jobs. Calling all seniors. Begin sending out resumes, line up a few interviews for spring and you might **score a job** before graduation day.

By Megan Sullivan
Jungle Campus, WetFeet.com

Networking Tips

65-70% of jobs are gained through personal referrals or networking connections.

Here's five tips every college student should know about networking during Christmas break:

1. **Visit your parents at work.** You never know who your parents might introduce you to—maybe someone who could be a good contact further down the road.
2. **Attend parents' Christmas parties.** This give you the chance to brush shoulders with the CEOs or presidents of their companies giving you networking brownie points.
3. **Job shadow.** Spend time shadowing someone in your field. Forge priceless relationships with industry professionals or get some insight into the nitty gritty of the job.
4. **Volunteer.** Get your hands dirty and volunteer. You'll create relationships with volunteer coordinators and get great experience for your resume.
5. **Set up an informational interview.** This is a great chance to sit down with someone in a field which interests you and ask whatever questions you might have about that industry. It's also a great time to forge a connection.



Career Countdown for Seniors

Ok seniors. You've got 5 months until that diploma is yours. Don't waste your Christmas Break. Use it to prepare for life after graduation.

In December:

- ⇒ Make a monthly goal to contact 8-10 people to tell them what kind of job you're looking for.
- ⇒ Set up a [LinkedIn](#) account connecting you with professionals in the industry. This can be invaluable in your job search.
- ⇒ Buy a suit for interviews and presentations. After-Christmas sales are a great time to buy!

Check out more [Career Countdown Tips](#) for Seniors at our website!



So, what kind of suit should I buy for interviews?

When you're making out your Christmas lists, be sure to think "interview suits." Here are a few essentials to add to your Christmas list:



Gentlemen

- Properly fitted suit in blue, gray, or black
- Dark dress shoes and dress socks
- Conservative neck tie (no crazy patterns or colors)
- Long sleeve dress shirt in conservative color
- Leather dress belt

Ladies

- Properly fitted dark coordinated pant or skirt suit
- Matching blouse (no plunging neckline)
- Polished dress shoes with moderate heel
- Neutral colored hose
- Conservative leather bag or briefcase