

## What's Inside?

### Top 4 Tips for Recent Graduates Looking for a Job in 2009

If you're a recent college graduate, the current economic situation and news about rising unemployment may have you concerned about getting a job, particularly if you've already searched and come up short. Don't panic. There are a few tactics that can make your resume stand out, improve your chances of getting one of those fantastic entry-level jobs, and give you something worthwhile to do with your time.

#### 1. Keep a Positive Attitude

According to the Wall Street Journal, the unemployment rate in April among those with only high school diplomas was about three times that of college graduates the same age. Even if job opportunities aren't abounding at the moment, you've still got an edge over those without a degree. Many companies are still hiring; it's just a matter of matching your particular skills to those most needed by employers. Eventually, waiting longer means you may appreciate the job you get even more.

#### 2. Consider Rewiring Your Resume or Curriculum Vitae

Think outside the box: just because you graduated with a degree in math doesn't mean you have to teach math or work in finance. People have used elementary education degrees as a step toward social work. What sub-skills, extra training, and uncommon volunteer experience do you have? You may have the necessary skills to get your dream job, but no employer knows that unless you pull them out from hiding under your degree and job titles and make them explicit in your resume. What happened when you helped out at the food bank? Did the administration go wireless? Did efficiency increase? Were you key in recruitment of new volunteers? Now may be a good time to revise your resume or CV, highlighting volunteer experience and remembering to focus not just on tasks, but also on results.

#### 3. Prepare Yourself As Best As Possible

Take advantage of tools and advice that can help you in your job search. Many career fairs offer networking opportunities, and some offer free resume consultation. If the school where you graduated offers career counseling or mock interviews, take advantage of these resources to hone your interviewing skills and find new fields that match your coursework. College preparation Web sites such as CollegeGrad.com can give you resume, interviewing, and job search tips.

In the meantime, see what is missing from your education or experience. Some jobs require a particular skill or knowledge set that you might not have. If you are unable to find employment, take advantage of the extra time to take classes, earn a

- ▶ Top 4 Tips for Recent Graduates Looking for a Job in 2009
- ▶ Prepare Now, Get Paid Later: Getting Ready for the Job Market

particular certification, or even go to graduate school. If you think you may eventually need a master's degree to get ahead in your career and you're having trouble finding a job now, why not consider starting the master's degree now, or at least taking some graduate courses?

#### 4. Keep Looking

Don't give up the search. CollegeGrad.com and dozens of other career Web sites post new job ads every day. Finding employment can be like a full-time job, but harder you work at it, the better your chances are of stumbling upon your dream career. Good luck!

This article used by permission from CollegeGrad.com



### Career & Intern Services Center Staff

If you are in need of assistance with searching for a job, resume writing tips, selecting the perfect internship or direction in determining the best career path . . . Then we're here to help you!

Michelle Yager—Director of Career and Intern Services

Sherry Weldy—Traditional Student Career Services Specialist

Hermalena Powell—Non Traditional Student Career Service Specialist

Linda Elek—Career Counselor

Banitha Vinscon—Secretary to Career Services

Feel free to contact our office at (574) 807-7096 to schedule an appointment

#### Career & Intern Services Center

Huffman Administration Building ▲ Room A316 ▲ (574) 807-7096

careerservices@bethelcollege.edu ▲ www.bethelcollege.edu >Campus Services >Career & Internships

## Prepare Now, Get Paid Later: Getting Ready for the Job Market

If you're completing your college work and preparing to enter the work force, groundwork is everything. With today's challenging economy, finding your way in a highly competitive job market can be a daunting proposal. Your competition is already doing push-ups and cardio, training for the race to the entry-level job finish line. If you hope to launch a successful career, you'll need fortitude and guidance.

Three key elements in prepping for and conducting a winning job search are:

- Building an effective resume
- Exploiting job placement boards and services
- Wowing them at the interview

### Building Your Resume

Don't let your lack of professional experience weigh you down. If you're in college, you've certainly learned and incorporated many necessary job skills in your studies, including competence in oral and written communications, collaborating with others, handling deadlines, undertaking leadership positions, and building a network of professionals and associates.

When assembling your resume, highlight the skills that directly relate to the position you're seeking. That means building several resumes that match employer's needs. If you have direct work experience (summer jobs, internships, etc.) that shows maturity and skills, list it. If your GPA is 3.0 or higher, if you've received fellowships, honors, or scholarships, or served in leadership roles in academic/campus organizations, cite them. There's no need to list course names, titles, or numbers, but DO list the skill sets you've acquired during your studies.

### Using Job Boards

Upload your resume and sample cover letters to job boards. Look for boards that specifically target your career group. Visit national, regional, and professional-specific boards, and routinely scour the online career sections of companies where you'd love to work. When responding to listings, modify your cover letters to reflect the employer's needs and cite your matching qualifications. Your cover letter is a sales proposition, so sell your capabilities and accomplishments.

Many job boards list email addresses of recruiters hoping to fill the position. Even if you don't qualify for the specific opening, write a cover letter and send your resume to the recruiter, indicating your availability for other positions they may have. Also, take strides to develop and maintain contacts through social networking Web sites. Potential contacts include classmates, other professionals, and members of your fraternity and sorority.

### Nailing the Interview

With so many applicants on the hunt, you'll probably be screened by email and telephone before securing an interview. That means if you get a face-to-face with a hiring manager, it's up to you to close the deal. You can prevent an early exit by preparing carefully.

A poor first impression can get you the gate. So dress professionally even if the recruiter tells you it's a casual workplace. Limit the bling, remove visual piercings, and cut back on heavy scented colognes. Leave your cell phone, your chewing gum, and your attitude in the parking lot.

Prepare for tough interview questions such as how your traditional or online degree has prepared you *specifically* for the opening, or why you want to work for this particular employer. Also, get ready for questions about how you've handled research demands, personality conflicts, and other issues before. Focus on how you were/are able to produce positive results.

The road from college to the real world isn't always as straight as a slide rule. Twists and turns abound, but the more prepared you are for potential curve balls, the better you'll be able to weather the storm and land that coveted first job. You may not be earning a \$100k salary right off the bat, but a foot in the door is a great first step toward a seat at the head of the dinner table.

This article used by permission from [CollegeGrad.com](http://CollegeGrad.com)



*Happy Holidays from the Career &  
Intern Services Center . . .*

*"Best wishes for a prosperous new year!"*

### Career & Intern Services Center

Huffman Administration Building ▲ Room A316 ▲ (574) 807-7096  
[careerservices@bethelcollege.edu](mailto:careerservices@bethelcollege.edu) ▲ [www.bethelcollege.edu](http://www.bethelcollege.edu) >Campus Services >Career & Internships