



Career Services Informer

Career Services Office Room 1001
(734) 432-5623, or visit our website:

<http://www.madonna.edu/pages/careerservices.cfm>

March, 2008

MICHIGAN COLLEGIATE JOB FAIR

March 14, 2008
9:00 a.m.- 3:00 p.m.

Burton Manor
Livonia, MI

- ❖ This fair is open to graduating seniors and recent alumni from two and four year institutions.
- ❖ On the average, “50% of candidates report receiving follow-up interviews after the fair, and 25% report receiving a job offer. “When recently surveyed, 80% of employers responded that they had hired candidates from MCJF”.
- ❖ You will have the opportunity to interact with recruiters, give them your resume, and get answers to questions that may not be answered by just looking on the company website.
- ❖ Gain valuable networking experience as you learn about companies and their job opportunities. Some employers perform on-site interviews.

A list of participating employers is available at www.mcjf.org

Bring plenty of resumes!

The fee is \$10.00 for early registration (must be received by midnight on the night of Friday, March 7) or \$20.00 at the door.

Contact Ingrid Kroeger at 734-432-5621 or ikroeger@madonna.edu

Sign Up!

Let us help you write a resume that gets noticed.

WORKSHOP SCHEDULE



Resume Writing & Job Interviewing

3/28/08 10:00 -11:00 a.m. 11:00-12:00 p.m.
Room 1213

No Appointment Necessary

Career Services counselors are taking their advice to the students on Tuesday, March 11. Counselors will be in the Take 5 Lounge to answer questions about careers, critique resumes, and give job search advice. Stop by between noon and 1:00 in the Take 5 Lounge.

Valassis. Client Services staff will be available to provide information to students about the company. Although the staff will not be interviewing for specific jobs, students will have the opportunity to find out about career paths at Valassis. Since Valassis is headquartered in Livonia, there are many opportunities, both for internships, as well as for graduate positions.

April 2, 2008
12:00-2:00 p.m.
Take 5 Lounge



JOB PURSUIT 2008

February 14, 2008
Lansing, MI

By Christine Brant
Director, Career Services

I've been thinking about what makes one job seeker successful and another one disappointed and one trait that really stands out is enthusiasm. Many times I've seen equally qualified candidates apply for a job and it seems that the person who got the job was the one who really seemed to want it.

To an employer enthusiasm translates into energy, good attitude and a passion for the work. What employer wouldn't choose the candidate with all those good qualities? I always tell students that the resume is the objective part of the job search, either you have the qualifications or you don't, but the interview is very subjective. Employers want to hire qualified candidates, who they like and they believe can get the job done.

Take a look at some of the comments from Job Pursuit. It's no wonder that the students that show their interest are the ones who receive follow-up interviews. Remember you only get one chance to make a good first impression, make it an enthusiastic one.



I would say this was well worth going to. I just got a call scheduling a phone interview for next week. If all goes well, I'll get a second personal interview.

Jameson Lanzetta



Job Pursuit was an excellent opportunity to meet with prospective employers in person; I think it gave them a greater understanding of my personality and background instead of just looking at a paper resume to try to learn about who I am. It also prepared me for future interviews in the sense that I feel more confident about how to answer certain questions and interact with HR executives."

I am very glad I went to Job Pursuit, it definitely gave me an advantage in the job search.

Sincerely,
Erin Rzepka

4 Tips to Help Survive a Weak Job Market

CAM Report. February 15, 2008. Volume 31. Number 9

The news lately is full of dire warnings about the state of the economy and the job market, but there are things you can do to take control of your career during uncertain times. Career Vision, the service and career consulting division of the Ball Foundation of Glen Ellyn, Illinois, offers the following tips:

*Tout Your Value and Contributions. According to the outplacement firm Challenger, Gray & Christmas, one great way to "recession-proof your job [is] by making sure that others, above and below, know about your recent achievements." Hard workers who play integral roles in their companies and always volunteer for new tasks may insulate themselves from layoffs due to **their importance to their company. Communicate your contributions to your manager, but do so quietly so as not to create an "unhealthy competitive climate" at your workplace.***

Expand Your Network. Networking is a key tool in career advancement, and it is even more so in tough economic times. *Network with friends and family, but most importantly with coworkers or acquaintances in your profession who will be "in the know" when it comes to new job openings, industry trends, and other information that may help you land a job.* Don't forget to use social networking sites such as LinkedIn.com to expand your business network.

Plan Ahead If You Plan To Change Careers. *Never jump into a new career on a whim. Conduct as much research (information interviews, Internet and library research, job shadowing, etc.) as possible before you make the big move. You also need to also determine how the "job and work environment aligns with your natural talents, interests, personality, and values" and find the best fit for you.* For example, if you are introverted and shy, a career change to event planner or public relations specialist may not be the wisest choice. If you like working with others in a collaborative atmosphere, than you might want to avoid a career as an outside sales worker.

Be Optimistic and Positive. Workplaces can be full of negative people who only get gloomier when business is not good. This attitude can spread throughout companies and affect morale. *Stay positive and be part of the solution—not the problem. It is also important to take the long view when the going gets rough. The economy is cyclical, and given time, your company's fortunes and/or your job prospects will improve.*

Mock Interviewing Monday, April 14, 2008 9:00 a.m.-12:00 p.m.



Tara Michener (Valassis Communications Recruiter/Madonna Alum) will be on campus to provide students/alums with the opportunity to practice interviewing, and to help them to prepare and strategize for future interviews.

Please contact Ingrid Kroeger at 734.432.5621, or ikroeger@madonna.edu, if you are interested in setting up an appointment with Ms. Michener.

NEED A JOB ON-CAMPUS

These jobs are still open
Click here to see details

http://ww4.madonna.edu/Job_Search/clients/results.cfm?le=14

Job Title
Media Assistant
Student Assistant - Campus Ministry
Tutors - Center for Personalized Instruction
Student Worker for Network Services
Student Assistant-Student Service - Orchard Lake

TOP ENTRY LEVEL EMPLOYERS

Listed below are the Top 25 Entry Level Employers for 2008. To view the complete list of employers please click on website. For further information on each employer, including a company description and links to the company home page, careers page and college page, click on the employer name.

<http://www.collegegrad.com/topemployers/cbp.shtml>

Employer Name	Projected 2008 Entry Level Hires
Enterprise Rent-A-Car	8500
Americorps	6000
Walgreen Company	5924
Internal Revenue Service	5000
Progressive Insurance	4208
Teach For America	3700
Deloitte & Touche USA LLP	3500
Target	3358
Peace Corps	3276
Ernst & Young	3180
PricewaterhouseCoopers	3117
KPMG	3100
U.S. Department of Agriculture	3000
Federal Bureau of Investigation	2981
Lockheed Martin	2501
Avis Budget Group	2500
Bank of America	2500
Hertz	2500
U.S. Customs and Border Protection	2250
Boeing	2200
Fidelity Investments	2200
General Electric	1500
Intel	1500
National Security Agency	1500
Northrop Grumman	1500

Create an e-friendly resume in 8 easy steps

It is important to provide a short, clear and concise electronic resume. Some scanning systems and databases stop reading resume after a certain number of lines, often after about one and a half pages, so be sure that your most important information appears early in the resume.

You can easily take your existing resume and reformat it for electronic submission. Here are some quick guidelines to do so:

1. Open your regular resume file and select the Save As command on your toolbar, usually located under the file menu. Select Text Only, Plain Text or ASCII as the type.
2. Close the file and then reopen it to make sure you are working from the next text-only version. You'll see that most graphic elements such as lines, images and bullet point symbols have now been eliminated. But if they haven't, go ahead and delete them. You may use equal signs in place of lines or borders and replace bullet points with plus symbols (+), asterisks (*) or hyphens (-).
3. Limit your margins to no more than 65 characters wide.
4. Use an easy-to-scan sans-serif type font such as Courier, Arial or Helvetica.
5. Eliminate bold, italics and underlining if any remain after saving as Text Only.
6. Keep all text aligned to the left.
7. Instead of using the tab key or paragraph indents, use the space key to indent.
8. When done, click Save or OK. Then reopen the file to see how it looks. Make any additional format changes as needed.

Now test your electronic resume by e-mailing to a friend who uses a different email host. For example, if you use America Online, send it to a friend on Yahoo! or Hotmail. Also send the resume to someone who works in a large company to see how it transmits by including it in the body of the e-mail rather than as an attachment. That way, the recipient will be able to tell you how it looks when it shows up in the e-mail system and whether it is legible.

Source: Detroit Free Press - Careerbuilder.com
Author: Michael Farr
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