



# Career Services Informer

To contact the Career Services Office call  
(734) 432-5623, or visit our website:

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

January, 2008

**WELCOME BACK AND HAPPY NEW YEAR!**



***A New Year's resolution is something that goes in one year and out the other. ~Author Unknown***

## **JOB PURSUIT 2008**

February 14, 2008

9:00 a.m.- 4:00 p.m.

[The Lansing Center](#)



**Seniors** who are interested in employment opportunities with a variety of companies should attend this Job Fair. Student registration is \$10.00. The deadline for registration is Friday, February 8th, 5:00 p.m. **Register with the Career Services Office, Room 1001.**

The following web-sites provide quality information on how to be successful at job fairs.

[The Ten Keys to Success at Job and Career Fairs](#)

[Guerilla Tactics for Job Fairs](#)

For more information please click on Job Pursuit website below:

<http://www.jobpursuit.org/>



## Resume writing

**Does your resume stand out or get lost in the shuffle?**

**Write a resume that gets noticed.**

**Most employers spend 10 seconds looking at your resume.**

**Make every word count!**

**Focus your resume to attract employers.**

**Showcase your qualifications.**

## Interviewing Strategies

**Do you have the interview skills that help you land a job?**

**Make a great impression.**

**Prepare for tough questions.**

**Know what employers want.**

**Resume Writing Workshop**  
**January 28, 2008, 4:30-5:30 p.m.**  
**Room 1000**

**Job Interviewing Workshop**  
**January 28, 2008, 5:30-6:30 p.m.**  
**Room 1000**

**These workshops are free to any Madonna University students, alumni, or Admission referrals.**

**Click here to register:**

[https://ww4.madonna.edu/mucfweb/ssl\\_forms/WorkshopRegistration/clients/RegistrationForm.cfm](https://ww4.madonna.edu/mucfweb/ssl_forms/WorkshopRegistration/clients/RegistrationForm.cfm)

**CAM Report \* December 1, 2007 \* Volume 31 \*  
Number 4**

## 7 Tips For Job Search Success

A strong resume, impressive academic or professional credentials, and good interviewing skills may not be enough to land a position in our highly competitive job market. Tony Beshara, president and owner of Bacich and Associates, a job placement firm in Dallas, Texas, offers the following suggestions on landing a job:

1. **Treat Your Job Search Like a Job.** To get a good job, you need to be committed to your job search. It's not enough to send out a few resumes or make a few calls a week.

Think volume. The more resumes you send out, the better your chances of getting hired. Establish set hours each day in which you conduct job search duties (sending out resumes, attending interviews, researching companies, etc.). Repeat this every day until you land a job.

2. **Be Realistic About Your Skills.** Know the skills that you can bring to a job, and match them with the skills detailed in job listings. Applying for jobs that require skills that you do not possess will be a waste of your time, as well as that of hiring managers.

3. **Don't Ignore Employment Opportunities With Small Businesses.** Only 3 percent of all businesses in the United States have 100 or more employees. If you are having trouble getting an interview with a large, well-known company, then try applying to a smaller company with a reputation for quality products or services.

4. **Arrange Face-to-Face Interviews at All Costs.** *There is no substitute for meeting a potential employer face to face. This will give you the opportunity to demonstrate your interest in the company and your commitment to landing the job.* If you make a good impression (visually, personality, etc.) with a hiring manager, you will greatly increase your chances of being hired.

5. **Prepare, Prepare, Prepare for the Interview.** Conduct as much research as possible about the company. Practice your interviewing skills. Prepare answers to questions you think you will be asked during the interview. Make sure your interview outfit is clean, pressed, and appropriate for the interview. Map out your route to the company where you'll be interviewed to ensure that there are no last-minute surprises. You might even consider traveling to the interview location ahead of time to familiarize yourself with the route and gauge the amount of time it will take you to get there.

6. **Sell Yourself.** *Be confident, but not arrogant during job interviews. Tout your skills and abilities, and tell the hiring manager what you will bring to the company.* At the end of the interview, express your strong interest in the job.

7. **Give Good Reasons For Leaving a Past Job.** If asked why you left a previous job, never badmouth your past employer (even if you have legitimate complaints).

*(CareerBuilder.com, The Job Search Solution; The Ultimate System for Finding a Great Job Now, copyright 2005)*



### A Slice of Advice

On November 29<sup>th</sup> in the Take 5 Lounge we offered something new “A Slice of Advice”. This gave the students an opportunity to meet with Chris Brant, the Director of Career Services, and have an informal discussion regarding their resume, along with a slice of pizza. Below are Pat Bauman and Ursula Palen getting some good information to help them with their job hunting. Hope to see you in the future!

Check our activities calendar to see when Career Services will host another “A Slice of Advice”.

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



CAM Report \* December 1, 2007 \* Volume 31  
\* Number 4

### Companies Becoming Choosier About New Hires

*Despite worker shortages in some industries, some companies are becoming choosier about whom they hire.*

For example, job applicants to Lindblad Expeditions, a 500-employee adventure cruise company, don't get the typical soft sell of flexible hours, excellent benefits packages, and other perks. Instead, they receive a DVD that shows crew members cleaning toilets, a dishwasher telling of washing 5,000 dishes in one day, and workers advising potential hires to get ready for hard work.

Many investment banks conduct detailed screening of their candidates to ensure that they can get along well with others and work as a member of a team.

Rackspace Managed Hosting, an Internet services company, conducts all day interviews at its headquarters in San Antonio, Texas, in an attempt to steer past the calculated pleasantness that some job candidates project in order to land a job.

So why are companies getting choosier? Mainly because they have realized that their success is based on the cohesive relationships between coworkers. Happier workers will create better products and services—and treat customers better, too.

(Associated Press, November 5, 2007)

### WHAT EMPLOYERS WANT

Communication skills  
(Verbal and written)

Honesty/integrity

Interpersonal skills

Motivation/initiative

Strong work ethic

Teamwork skills

Computer skills

Analytical skills

Flexibility/adaptability

Detail-oriented

Organizational skills

Leadership skills

Self-confidence

Source: Job Outlook 2007, National  
Association of Colleges and Employers