

## Welcome to the New Online Edition of Career Watch

The Career and Experiential Education Center (CEEC) is pleased to present the Fall, 2009 Career Watch newsletter in its new format. Beginning with this issue we will publish an online version of

the newsletter and send it to you via email.

The online Career Watch will have all the same features as before and will allow us to be more flexible with articles and information.

If you have any ideas or suggestions for articles or information you would like to see in future editions of Career Watch, please let us know. As always, we value your input and look forward to working with you!

## Please Join Us for Upcoming Events

Interested in meeting the Career Center staff? Join us for the:

### Career Center Open House

Wednesday, September 16  
11:30 AM-1 PM  
CEEC (Seton 120)

On your way to, or from, lunch stop by the Career Center. This is a great opportunity to meet the CEEC staff and learn about our services and events. Begin building a relationship with the Career Center today! As an added incentive, all participants will be entered in a raffle to win a gas card or restaurant gift card!

Interested in a career in the health sciences field? Join us for the:

**Health Sciences  
Career Fair**  
Tuesday, October 6  
11 AM-1 PM  
Theatre Lobby

Whether you are seeking a position or seeking information, the Health Sciences Career Fair is for you. Contact the Career Center for updates on participating employers. **All students are invited**, especially those pursuing degrees in the health sciences fields. Please remember to **dress professionally and bring copies of your resume**.

Interested in grad school? Possibly interested in grad school? Join us for the:

**Graduate School  
Workshop**  
Wednesday, October 21  
Noon-1 PM or 5 PM-6PM  
Wolverton Room

Anyone considering grad school is invited to attend this workshop. The workshop will focus on making the right decision, choosing a graduate school, writing effective application essays, how to obtain professional recommendations, timelines, financial considerations and more.

## CEEC...

### ...Calendar of Fall Semester Events

#### Career Center Open House

Wednesday, September 16  
11:30 a.m.-1 p.m.  
CEEC (Seton 120)

#### Health Sciences

##### Career Fair

Tuesday, October 6  
11 a.m.-1 p.m.  
Theatre Lobby

#### Grad School

##### Workshop

Wednesday, October 21  
Noon-1 p.m. or  
5 p.m.-6 p.m.  
Wolverton Room

#### Resume Rush

Tuesday, November 3  
9 a.m.-4 p.m.  
CEEC (Seton 120)

#### Job Search

##### Workshop

Wednesday, November 11  
5 p.m.-7 p.m.  
Corona Room

*“The goal of career development is to uncover one’s gifts and passions, and to link them to the practical needs of the world.”*

William S. Frank, <http://www.careerlab.com/comments.htm>

## 20 Places...

### ... to Get Experience for Your Resume

1. *Co-op/Internships*
2. *Part-time employment*
3. *Study abroad*
4. *Service-learning*
5. *Undergraduate research*
6. *Student activities or program councils*
7. *Special interest or professional organizations*
8. *Sororities or fraternities*
9. *Community service or volunteer work*
10. *Athletics or club sports*
11. *Choir or band*
12. *Student newspaper or radio*
13. *Student government associations*
14. *Resident assistants or community advisors*
15. *Admissions ambassadors*
16. *Orientation leaders*
17. *Tutors or supplemental instruction leaders*
18. *Theater*
19. *Honor societies*
20. *Homecoming planning committee*

Source: JobWeb.com National Association of Colleges and Employers <http://www.jobweb.com/studentarticles.aspx?id=2251>

## How to Get the Experience Employers Want

In our lives, experience is gained through many avenues and comes in many forms. The experiences employers are seeking in a job candidate are no exception. Paid employment is not the only option when it comes to gaining valuable experience. To the left are 20 opportunities for gaining experience that will demonstrate your knowledge, skills, and abilities to the prospective employer.

It is also never too early to start gaining these skills and abilities from experience. The Career and

Experiential Education Center can help. Contact us for information on Co-op opportunities, Internships, and Service Learning programs.

Still not convinced to augment your strong academic background with learning outside the classroom? Here are ten benefits of these experiences:

1. You will confirm that you are making the right choice of a major and career goals.
2. You will gain invaluable transferrable skills.
3. You will learn skills valued by employers such as teamwork and com-

munication.

4. You will gain valuable experience necessary for graduate school.
5. You will build your resume.
6. You will improve your interview responses.
7. You will increase your academic success through better engagement in the classroom.
8. You will develop a network of professionals in the field.
9. You will be more likely to graduate.
10. You will have fun and make new friends!

Source: JobWeb.com National Association of Colleges and Employers <http://www.jobweb.com/studentarticles.aspx?id=2251>

## Translating Skills and Experiences Onto a Resume

Now that you've gained these valuable experiences and skills, how do they translate onto a resume? First of all, identify your key accomplishments, such as transferable skills you learned, accomplishments you are proud of, leadership positions you held etc.

Once you have identified the activities that will enhance your chances for employment organize them into categories. These categories may include: College Activities,

Community Activities, Professional Affiliations, or Honors and Awards for example. These optional categories generally are placed towards the end of your resume after your objective, education, and work experience.

The categories can be formatted as a list of your accomplishments or you may chose to add more detail and format them in the same manner as your work experience.

For help with writing your

resume, please refer to our Resume Guide (see the sidebar on page 2 for information). If you have questions, or would like us to review your resume, please contact the Career Center. We are here to help!

Would you like to have your resume reviewed by a member of our staff and returned to you within an hour.? Simply drop it off at:

**Resume Rush**  
**Tuesday, November 3**  
**9 AM-4 PM**  
**CEEC (Seton 120)**

Source: JobWeb.com National Association of Colleges and Employers <http://www.jobweb.com/studentarticles.aspx?id=2253>

## Some Good News in the Job Market

With all of the bad news swirling around the job market recently, there is a hint of good news. According to the *NACE Salary Survey*, the average starting salary for a new college graduate in the class of 2009 is \$49,307. That is really good news in that it reflects only a 1% decrease from the average of last year at this time. Offers in some disciplines are even reporting increases in starting salary offers.

Among the jobs with the most job offers for the class of 2009 were Finan-

cial/Treasury Analysis, Entry Level Management Trainee, Teaching, Consulting, Accounting (both public and private), and Sales. For the most part, the percent change in salary offers for these positions remained flat, only Accounting (public) reported a modest increase of 6%.

Liberal arts majors did not see much change to their average respective salary offers. The overall average fell less than 1%. Increases of 1% to 2% in English, History, and Psychology were offset by a decrease of 4.4% for Sociology majors. As a

group, liberal arts majors starting salary offers ranged from \$33,280 to \$36,715.

Unfortunately, this good news for starting salaries is offset by the fact that the number of job offers reported to the *Salary Survey* has decreased and employers expect to hire fewer new grads this year. NACE, however, sees this report on starting salaries as a positive in the ever changing job market. Even in this challenging economy with fewer opportunities, employers are not willing to tamper with starting salaries.

*Source: NACE (National Association of Colleges and Employers) Salary Survey, Summer 2009, Volume 48, Issue 3*

## Guides

*The Career Center offers the following guides to assist you in the job search process:*

- ◆ **Resume Writing**
- ◆ **Interviewing**
- ◆ **Professional Correspondence**

*Guides are available online at <http://www.msj.edu/view/academics/services/career--experiential-education-center/career-development.aspx> 03 or stop in the Career Center to pick up a copy.*

## Top Employers for 2008-09 Bachelor's Degree Graduates\*

<u>Employer Type</u>	<u>2009 Average Salary Offer</u>	<u>2008 Average Salary Offer</u>	<u>Percent Change in Salary Offer</u>
Accounting Services	\$50,362	\$49,318	2.1%
Engineering Services	\$57,524	\$55,039	4.5%
Educational Services	\$35,240	\$34,141	3.2%
Consulting Services	\$54,143	\$54,777	-1.2%
Aerospace	\$58,495	\$56,332	3.8%
Financial Services	\$51,190	\$48,524	5.5%
Government (Federal)	\$45,497	\$45,815	-0.7%
Retail/Wholesale Trade	\$41,318	\$41,541	-0.5%
Petroleum & Coal Products	\$73,768	\$67,018	10.1%

\*Based on the number of offers reported.

*Source: NACE (National Association of Colleges and Employers) Salary Survey, Summer 2009, Volume 48, Issue 3*

## How to...

### ...Get the Most from the Career & Experiential Education Center

- ◆ Visit early and often
- ◆ Build a relationship with the Career Center staff
- ◆ Take advantage of the resources offered (see page 1 for a calendar of events)
- ◆ Utilize the Career Center's services after graduation as well

## Begin the Career Development Process Now

It's never too early or too late to begin the career development process. Whether you are just starting at the Mount, graduating soon or somewhere in between, the Career Center is here to help you increase your potential and develop marketable skills.

#### As a **Freshman**:

- Explore available majors and careers through research, career assessments and job shadowing
- Visit the Career Center
- Concentrate on the grades needed to compete in your field

#### As a **Sophomore**:

- Decide on a major or career path
- Get involved (see article on page 3)
- Begin networking and attending Career Center events

#### As a **Junior**:

- Build leadership skills
- Begin to narrow your goals by focusing on specific job titles
- Stay involved

#### As a **Senior**:

- Start your job search early in the year
- Finalize your resume, polish interviewing skills, purchase proper interview attire

- Continue networking and attending Career Center events

At all times, stay in contact with the Career Center. Our professional staff is available to guide you through the process and provide you with the resources and skills necessary to help you on a path to success. And don't forget, the Career Center is still here to help even after graduation. Our services are available to alumni whether you graduated yesterday or many years ago.

**Get started today—call or email the Career Center!**

**3 EASY STEPS TO A JOB OFFER**

- 1 Research the company
- 2 Get experience through internship or co-op position
- 3 Take a career center workshop on resume writing and interviewing

Employers advise three essential steps to successfully securing a job. (You may be surprised by the number of job candidates who blow off these details.)

## Career Watch

is published each semester by the:

**College of Mount St. Joseph  
Career and Experiential Education Center  
Seton Center, Room 120  
5701 Delhi Road  
Cincinnati, OH 45233  
[www.msj.edu/career-center](http://www.msj.edu/career-center)**

Questions ? Or comments,  
[Career\\_center@mail.msj.edu](mailto:Career_center@mail.msj.edu)  
or call (513)244-4721

### Career Development Staff

**Maggie Davis**  
Director, Career & Experiential Education Center

**Julie Keller**  
Prior Learning Assessment Coordinator

**Katie Playko**  
CEEC Co-op

Source: JobWeb.com National Association of Colleges and Employers [http://www.jobweb.com/uploadedImages/Students/Resumes\\_and\\_Interviews/3easysteps.jpg](http://www.jobweb.com/uploadedImages/Students/Resumes_and_Interviews/3easysteps.jpg)