



## HELPFUL TIPS TO EASE YOUR SEARCH

BY: ANNIE BARKLEY

I never thought I would work in the construction industry. In fact, I always had dreams of working for a news station as a producer. Thanks to my co-ops I realized the news was not my calling and through a series of events, I landed a great co-op at Messer Construction Co. in the Business Development department. This co-op led to a full-time job after graduation. If you would have told me six years ago that I would work for a construction company in sales I would have laughed at you.

I work with the Sales Support team to provide strategic and creative counsel, writing, design, production and management for proposals, qualifications, presentations, bid support, and other marketing materials. Our team collaborates with Project Development and leverages one another's expertise with the common goal of increasing revenue for the company.

In short, I strategically write and design proposals to create sales to ensure our craft workers and project managers have a jobsite to go to everyday. It's a great company with even better people.

It is very important to keep an open mind about job searching after graduation. Here are some helpful tips to ease your search.

**1. Dress For the Job You Want** – In college, it was fine to wear a hoodie sweatshirt and lounge pants to class; however, that's the only

place it is acceptable. When you set up a job interview, ask the person you are working with what the dress code is – business casual or formal. It is better to be overdressed than underdressed. A good rule of thumb is to model your work wardrobe after what you saw during your interview for the position.

**2. Build Your Personal Brand** – You were hired because your boss believes you could do the job. After that, it is up to you to positively build your personal brand. Get involved. If there are community events such as charity walks, join the team. When passing someone in the hall, make eye contact and smile and greet them. Attend after work events to network. Introduce yourself to one new person every day.

**3. Take Advantage of the Opportunities** – Even if you just accepted the position to get your income flowing, you may be surprised at how much you will learn and enjoy your new role. Build relationships with those around you and be open to constructive criticism. Relationships are essential in the business world.

**4. Keep an Open Mind** – Stay positive. Your first job will most likely not be your "dream job," but you will learn and it will add experience to your resume. Solid job history is a strong factor on a resume. Typically a year or more at each position is desired. Change is not always easy, but it often pays off in the long run through a promotion or raise.

In short, keep a positive attitude and be open to new ideas. You never know where you will end up and who you will meet. The business world is ever-changing.

*Annie Barkley is a sales support specialist at Messer Construction Co. and a 2008 graduate of the College of Mount St. Joseph.*

## HOW eRecruiting CAN AID IN YOUR JOB SEARCH

BY: CARA CROSS

Are you familiar with eRecruiting? eRecruiting is our online program designed to assist with your job search. As a current student or alumni of the Mount, you can create a profile on eRecruiting and electronically submit your resume into the database. You can also view job postings and may be able to apply for jobs as well.

### Instructions to Set Up an Account:

#### Step 1:

Contact the Career Center at 513.244.4888 or [career\\_center@mail.msj.edu](mailto:career_center@mail.msj.edu) with your first and last name, Mount ID and email address.

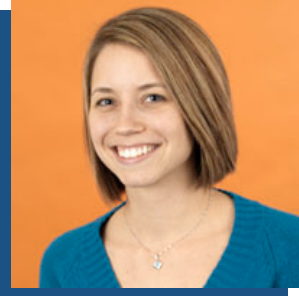
#### Step 2:

Once you have a username and password, go to <http://msj.experience.com/er/security/login.jsp> and create a profile. Select "edit" to alter your information in the following sections: personal information, academics, future plans and administration.

#### Step 3:

Upload and publish documents (such as a resume, cover letter, references or writing samples) that a hiring manager may want to review. Click on the "documents" link on the tool bar. Select "upload documents" on the right-hand side and select the respective documents. Select "publish" on the right side of the page.

# LESSONS LEARNED



“Networking is invaluable! If it wasn't for my web of connections through classmates and co-op experiences, I would have never landed the amazing job I have now. Always keep in touch with those in your field.”

**KRISTINA STEGMAN '10**  
Associate Designer, dunnhumbyUSA



“Before graduating I highly recommend co-oping to build a professional relationship with a company to increase your chances for hire post graduation. I didn't realize how beneficial the relationships I built with professors, coaches and peers would be in my professional life. Those relationships have helped me get to the position I currently hold.”

**ANTHONY BRADFORD '09**  
Fraud Detection Supervisor, Fifth Third Processing Solutions



“At the time, I considered my volunteering in a research lab at Cincinnati Children's to be a minor thing, somewhat insignificant in comparison to other activities I was involved in and jobs I held. It turned out to be one of the most important decisions I made because it led me to a full-time position after graduation!”

**LAUREN SCHALLER '10**  
Research Assistant II, Cincinnati Children's



“I really love my job. Even though I work long hours and travel a great deal-at the end of the day, I enjoy what I do. The passion for my role pushes me to work hard and to take the time to build relationships. I feel fortunate to have landed a job that I love right out of college.”

**MATT TASKE '09**  
Admission Counselor, College of Mount St. Joseph

# 9 QUESTIONS TO ASK YOURSELF IF YOU ARE NOT GETTING INTERVIEWS

FROM: CAREER ADVANCEMENT MANAGEMENT REPORT- FACTS AND TRENDS | DECEMBER 15, 2010 | VOLUME 34 | NUMBER 5

You have a great college GPA, a degree in a fast-growing field, and strong internship experiences, but after sending out your resume and cover letter, you aren't receiving any calls to interview. What's the problem? **Ask yourself the following questions to determine if you are doing everything possible to land an interview:**

## 1. Are my application materials as good as I think?

Are your cover letter and resume free of typos, bad grammar, and other literacy peccadilloes? **Errors on your cover letter and resume give the impression that you are inattentive to detail and that you cannot be trusted to deal professionally with others.** Even just one error on your resume or cover letter may doom your job aspirations.

## 2. Am I sending the same resume and cover letter to every company?

If so, bad idea. Every company is different and **you should customize your documents to convince prospective employers that you are the perfect match for their job listing and a perfect fit for their company culture.**

## 3. Am I using keywords?

Large companies that receive a large number of resumes often use scanning software to help them weed out candidates that don't match their needs, which are detailed in the keywords in the job ad. (Keywords are descriptive words that describe skills and talents needed for a job.) **Including as many keywords as possible will definitely increase your chances of getting an interview.** (Note: QuintCareers.com provides excellent advice on keywords at its website, [www.quintcareers.com/researching\\_resume\\_keywords.html](http://www.quintcareers.com/researching_resume_keywords.html).)

## 4. Am I contacting enough companies?

Sending your resume to just a few employers is not enough. **To increase your chances of getting a job, you need to send out more than a handful of resumes and cover letters. Expanding your list of potential employers will also introduce you to career opportunities that you never imagined.**

## 5. How is my presentation at career fairs?

**If you give your resume to a hiring manager at a career fair, analyze how you presented yourself.** Were you dressed appropriately? Did you communicate effectively? Were you a good listener? Did you

demonstrate knowledge about the company and its products and services? Did you sound excited about potential employment with the company? If you answered "no" to any of these questions, you should rethink your presentation.

## 6. Am I only focusing on the Facebooks and Googles of the world?

**If so, you are missing many small and mid-level companies—which provide the majority of openings to new graduates. Additionally, since large, multinational companies receive thousands of resumes of each position, your chances of landing an interview will increase if you apply to smaller companies.**

## 7. Am I following directions?

Every company's hiring process is different. Some ask applicants to fill out an application form at their websites. Others have applicants call a hiring manager directly to fax their resumes and cover letters. **If you don't follow the rules, your resume and cover letter may be ignored or never reach the appropriate hiring personnel. Learn and follow the hiring protocol for each company to ensure that you stay in the mix for a potential interview.**

## 8. Am I following up with hiring managers?

**Many applicants miss a key step in the hiring process by not staying in touch with potential employers. Once you send your resume, your next step is to contact the hiring manager within two weeks to reiterate your interest in the position.** This will help the hiring manager put a personality with a name and, if your qualifications are strong, perhaps give you an edge in the hiring process.

## 9. Am I as qualified for the job as I think?

**You may just be the wrong fit for the job.** For example, you may only have a bachelor's degree where a master's degree is required. Or two years of experience, rather than five years stipulated in the employment ad. Or you don't have the advanced computer qualifications or other credentials that were requested. **Finding that you lack appropriate qualifications should not get you down. It should encourage you to gain the experience you need to qualify for these jobs or refocus your job search to find rewarding jobs that better match your qualifications.**

PRESENTATION  
FOLLOW DIRECTIONS  
COVER LETTER  
APPLICATION  
CAREER FAIR  
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# CareerWATCH

**JANUARY**  
**FEBRUARY**  
**MARCH**  
**APRIL**  
**MAY**

Follow us on:



College of Mount St. Joseph  
Career & Experiential  
Education Center



msjcareercenter

**POST GRAD JOB SEARCH WORKSHOP**  
May 10, 2011  
5-6 pm  
Corona Room

**CO-OP RECOGNITION DINNER**  
April 6, 2011  
Social Hour: 5-6 pm  
Studio San Giuseppe Art Gallery  
Dinner: 6-8 pm  
5/3 Bank Dining Hall

**EDUCATION CAREER FAIR**  
April 14, 2011  
9 am-5 pm  
Cintas Center

**SPRING EMPLOYMENT FAIR**  
March 1, 2011  
11:30 am-1:30 pm  
Theater Lobby &  
Gallery

**COFFEE ON CO-OP**  
March 16, 2011  
9-11:30 am  
Administration  
Lobby

**RESUME RUSH**  
Jan. 25, 2011  
9 am-4 pm  
Seton Center  
120

**ETIQUETTE DINNER**  
Feb. 8, 2011  
5-7:30 pm  
Corona Room

**"FROM THE HEART"**  
Feb. 11, 2011  
11:45 am-1 pm  
Corona Room

**JOB SEARCH WORKSHOP**  
Feb. 15, 2011  
12-1 pm  
Feb. 16, 2011  
5-6 pm  
Corona Room

**SERVICE LEARNING**  
Watch for emails from  
Sr. Mary about  
Habitat for Humanity,  
Garlic Mustard Pull,  
and other great  
service opportunities.

**QUESTIONS?  
CONTACT:**  
Emily Piaga  
244.4888  
career\_center@mail.msjeu

**SPRING  
CALENDAR  
OF EVENTS**  
CAREER & EXPERIENTIAL EDUCATION CENTER

## CareerWATCH

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**Questions or Comments**  
Career\_Center@mail.msjeu

## Career Development Staff

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

**Cara Cross**  
Career Development Coordinator

**Julie Keller**  
Prior Learning Assessment Coordinator

**Marie Moeggenberg**  
Career & Experiential Education Center  
Graphic Design Co-op