

Career Buzz



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2008

Learn today earn tomorrow!

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November is National Career Development Month.

Quick Tips for Effective Resume Writing

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What is Their Degree? Find it on MyPlan.

Coming Events for 2009:

CareerFest:
Friday, February 6, 2009
Aladdin Shrine Center
Columbus, OH
10 a.m.– 3:00 p.m.

NDC 27th Annual Career Fair:
Friday, February 20, 2009
Keller Athletic Center
10 a.m.– 1:00 p.m.

Northeast Ohio Teacher Education Day:
Thursday, April 2, 2009
John S Knight Center
Akron, OH
7:30 a.m.– 5:00 p.m.

N D C Career Services Center

Connelly Center
4545 College Road
South Euclid, Ohio 44121

Phone: 216.373.5217
Fax: 216.372.5282
www.NotreDameCollege.edu/Careers

Celebrate National Career Development Month with the Career Services Center!

The Career Services Center regularly offers events and programs designed to help all students explore careers and develop their job search skills, but the month of November is especially jam-packed with activities in recognition of National Career Development Month. Take the time to focus on *your* career development.



Etiquette Dinner, Tuesday, November 11, 2008, 5:15 p.m. – 7:00 p.m.

Great Room, third floor Admin. Building (you MUST pre-register with Career Services – **no walk-ins for this event**)

Learn practical etiquette and networking tips while enjoying a four-course dinner in a comfortable environment

Co-op/Internship Informational Workshop, Wednesday, November 12, 2008, 11:45 a.m. – 12:30 p.m.

Seminar Room, first floor of Library

Learn about the cooperative education (co-op) program (a graduation requirement for BA students)

Teacher Education Career Panel, Monday, November 17, 2008

5:00 p.m.– 7:00 p.m.

Ursuline College(Pepper Pike, OH), Mullen Little Theater (you must pre-register with Career Services)

Hiring personnel from local school districts will answer your questions about the teacher hiring process

Sport Management Career Panel, Tuesday, November 18, 2008

6:30 p.m.– 8:30 p.m.

Little Theater, second floor Admin, Building, (you MUST pre-register with Career Services)

Professionals representing the sports industry will answer your questions about career paths and internships

Mini Job Fair, Wednesday, November 19, 2008, 11:15 a.m. – 12:30 p.m.

Foyer, first floor Admin. Building

RSVP to Career Services at 216.373.5217 or email careerservices@ndc.edu

Everyone Needs A Resume: Quick Tips for Effective Resume Writing before you earn your degree

A necessary step in a successful job search is developing an effective resume that will help you get a job interview. Here are some tips to get you started (yes, freshmen, you should have one too).

Organize your resume with the following categories:

Contact information (name, address, telephone, and email address)

Job Objective—What is your immediate goal? Is it an accounting internship or full-time position as a copy editor for example. Tailor it to the job that your are seeking

Education—State your complete degree i.e. Bachelor of Arts; Major: English. State your expected graduation date and GPA. List relevant coursework and honors received

Employment—List all work experiences whether paid or not including volunteer work and Work Study employment. Start with your most recent or current job, followed by past positions

Activities—List all clubs, professional organizations and sports that you participate in

Focus on what you bring to the employer, not what you want from the job. This is an opportunity to show skills that you have developed through your work, classes, and activities. Some examples are: public speaking skills, writing skills, coaching skills, research skills.

Pay attention to detail. Proofread for spelling, grammar, and punctuation.

Use a simple, easy-to-read font and create in a Word document. Don't use a template as it shows lack of originality.

Refer to the Career Services' website for more details and sample resumes at: www.NotreDameCollege.edu/careers

Ask for help and for a resume review at the Career Services Center in Connelly.

Resumes can be emailed to: klane@ndc.edu

Adapted from www.jobweb.com

Co-op is the KEY to Success

Finding a co-op job or internship can be a daunting task to tackle for any NDC student looking to fulfill their BA graduation requirement. Recently, I had the opportunity to sit down with Erin Morley who is currently completing her co-op at Key Bank in Cleveland. Erin is a senior majoring in Intelligence Analysis and Research. I was very curious as to how Erin acquired her co-op opportunity and she told me that her professor encouraged her to apply and she took a chance and landed it.

My guess is that many people are wondering how does interning at a bank factor in with an Intelligence Analysis and Research major. Erin explained that her job responsibilities as the Intelligence Research Specialist in the Anti-Money Laundering Unit include helping the analysts and investigators in her department with important projects. "I research different topics and write reports based on my research. "I also make databases and update them routinely."

I asked Erin what she has learned from her co-op experience. She says that she has learned to be responsible and work with a number of different personalities. "When something is due, you need to have it done because there are no excuses in the working world" she concluded. Before our interview was over, I asked Erin what advice she has for students relating to internships. Erin responded by saying, "I know my co-op has allowed me to grow and adapt to life outside of school. It helped me realize that I chose the right career."

By: Geoff Beckett



Erin Morley '09
Bachelor of Arts Intelligence
Analysis and Research

What Is Their Degree? Find it on MyPlan

Want to know what these celebrities degrees are? Go to <http://ndc.myplan.com> and click on famous alumni. While you are there, be sure to check out the wide range of career related Assessments and resources that MyPlan.com has to offer.



Mia Hamm



Oprah Winfrey



Lucy Liu



Denzel Washington



Steve Young