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# Academic INTERNSHIPS newsletter

Job & Internship  
FAIR  
Edition

Maxine Herbert-Hill  
intern@plu.edu  
edited by Kate Miller

## Articulate Your College Experience on a Résumé

### Coursework

Remember those weeks you spent in the student center working on that group advertising project? That's experience. So is that 2,000-word investigative journalism story you researched all semester. If you worked on a project or report in the classroom that directly relates to a certain field, by all means include it on your résumé.

Sometimes, creating a strategic list of classes you've taken can give you an edge. For example, say you're a premed-turned-journalism major. You'd be a great candidate if you came across a posting for a science reporter job. Create a "Relevant Coursework" section on your résumé, and list your important journalism classes alongside the biology and chemistry classes you took as an underclassman. A word of caution: Don't list classes for the sake of listing classes. The section is called "Relevant Coursework" for a reason.

"Show how your time and hard work made an impact on your organization"

### Part-time jobs

Meticulously folding T-shirts into identical stacks at the Gap or bussing tables at Red Lobster might not seem like the kind of experience employers are looking for. But your part-time gig taught you some important skills that can translate to any workplace. Think about when you waited tables: You probably learned to diplomatically handle all sorts of people—even the difficult ones. Plus, working your way through school (especially if you didn't let your grades suffer) shows dedication and impressive time-management ability. When you include these jobs on your résumé, the key is to not just list your job duties. Focus on accomplishments (like when you increased sales by 10 percent at the hot do stand or skills learned on the job).

### Campus Leadership

It's impressive to be res hall president. It's even more impressive when you show you successfully managed a \$10,000 budget and created and implemented a plan to reduce dorm vandalism, reduced cleaning costs by 50 percent year-over-

year. Don't rely on a fancy title—show how your time and hard work made an impact on your organization.

### Clubs and Extracurriculars

So, you couldn't get a job because you spent all your non-class time on the basketball court? Your time as a varsity athlete likely taught you leadership, teamwork, and some serious time-management—all things employers consider to be important. Or maybe you were in charge of your club's recruitment. You now have experience managing a budget, supervising a staff and coordinating PR efforts to make your club's image on campus as positive as possible.

### Volunteer Work

If you spent a day or two a week helping out at a nursing home or writing up fliers for a political campaign, don't discount the value of your work. More than 60 percent of hiring managers say they count volunteer work as relevant experience, according to CareerBuilder.com. Again, keep in mind that a list of accomplishments and skills is much more compelling than a list of job duties.

From Career Rookie Magazine, Fall 2011, p 12

CampusPoint  
Earth Economics  
Enterprise Rent A Car  
Franciscan Health System  
Global Washington  
KSTW TV  
Muscular Dystrophy  
Association  
North Cascades Institute  
Northwestern Mutual - Puget  
Sound

Pierce County Center for  
Dispute Resolution  
Puget Creek Restoration  
Society  
Ryan, Jorgenson & Limoli, P.S.  
St. Leo Food Connection  
Stirring the Fire  
Target  
The Crystal Judson Family  
Justice Center

US Senator Maria Cantwell  
United Way of Pierce  
County/South Sound 2-1-1  
Washington State Senate  
WSU, Center for Sustaining  
Agri & Nat Resources  
WWEE (Washington Women's  
Employment & Education)  
YMCA of Pierce & Kitsap  
Counties

## Intern Employers at the Career Fair

# Making Conversations Count at a Career Fair

Career Fairs provide the opportunity to connect face-to-face with recruiters who make hiring decisions and can help you network for other positions within a company. A bit of preparation for your recruiter conversations will help you maximize your time, feel confident, and make a good impression at the event.

### Preparation

Your preparation for the career fair will also help you in any situation related to your job search from a casual meeting that turns to talk of looking for a job to an interview.

- Research the companies. By doing so you'll know what business the company is in and a bit about the culture and current events. By knowing more about the company you'll be able to communicate in a clear and knowledgeable fashion and present yourself in a way that relates to the needs of the company.
- Practice introducing yourself with family or friends to get your handshake and delivery to its best point. Smile, look the recruiter in the eye, shake hands and say "Hello my name is Jamie Smith and I am very interested in learning more about your open positions."
- Update and review your resume; you want an error-free document that highlights your skills and experiences in a broad manner that can apply to many positions.
- Jot down questions you plan to ask and review them the night before the event.

- Think of questions you may be asked and what your answers will be. For example, "Why would you like to work at ABC Company?" or "How does your experience relate to sales management at XYZ Industries?" or "Tell me a bit about your background and experience."
- Prepare a 30 second marketing pitch about yourself and when the recruiter asks about your qualifications you'll be able to answer in a confident, self-assured manner.

### Communication Tips

- Speak clearly and do not interrupt.
- Ask open-ended questions that help you gather information- "What types of positions in addition to sales do you typically recruit for?" "What type of background and experience do you find to be most successful in the management training program?"
- Stay focused on the topics of the company, open jobs, and your potential fit.
- Once you answer a question give the employer time to reflect on what you said and to follow up with another question or statement.
- Don't be hesitant to talk to an employer just because the booth is next to a recruiter with whom you've just spoken- this is expected at a Career Fair. Professional recruiters expect you to get as much out of the fair as you can and by doing so; you need to meet with as many people as possible.

### Closing Your Conversation

You've shown the recruiters that you're serious about finding a new career. You dressed professionally for the event, prepared your questions, and you were enthusiastic and polite. Remember that there are many people at the event, so you need to be sensitive to the time spent with each recruiter. Once you've delivered your message, answered questions, and established your interest in the position it is time to thank the recruiter, get a business card and state that you will follow up.

For the positions where you have genuine interest and saw a fit with your skills and experience send a follow up email to the recruiter saying that you enjoyed meeting them and learning more about their company and would like the opportunity to move the process forward. If there were companies that did not have a job that was right for you but you have interest in other positions in the company you can follow up and ask the recruiter for another contact in the organization.

### Every Meeting is an Opportunity

Each event is an opportunity to make connections: for an open job, to another recruiter in the company that handles your area of expertise, or even with other people attending the event. You've made the effort to get out there, so make the most of each meeting and it may become your next career.

From National Career Fairs, [http://www.nationalcareer-fairs.com/advice/making\\_conversations\\_count/](http://www.nationalcareer-fairs.com/advice/making_conversations_count/), 2011

# When to Look for an Internship

## Getting the timing right at Career Fairs

Students often ask “When is the best time to search for a job or internship?” It’s an easy question to answer, as you should always be searching. If you haven’t already started your search, there’s no better time than now to begin.

It’s impossible for you to predict when the right opportunity for you is going to appear. Many companies recruit for their internship or new grad programs on a year-round basis. The moment that they meet a candidate who is a great fit, they’ll extend an offer. Other companies will only accept and thus hire in the spring or in the fall. You should always be searching! An opportunity that you don’t see today may appear tomorrow.

There are going to be employers who visit campus this fall and will only visit in person once a year. You have one shot to meet them face to face and to

position yourself as the best candidate for the job. If your future isn’t on your mind, or you simply aren’t prepared for that meeting, it’s a missed opportunity. You’ll have to wait an entire year to have another chance to meet the company’s recruiters!

*From Career Rookie Magazine, Nathan Lippe, General Manager of CareerRookie, Fall 2011, p 6*

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### Career Fair Checklist

**A few days before...**

- Research employers from the Academic Internship website
- Iron (& de-lint) professional clothes – NO stains, frays, etc
- Print copies of résumé\*, & put them in a nice folder\*\*
- Got a business card? Or a business card holder? Bring that, too!

**The day of...**

- Get good sleep
- Eat breakfast
- Shower
- Brush teeth
- Have a notepad and pen to take notes on
- Call mom/dad/best friend for a pep-talk

\* Drop-In résumé review time:  
Oct 25 (Tuesday): 3:30-5pm  
Oct 26 (Wednesday): 9am-12pm

\*\* You can also hold employer hand-outs in this folder

## 4 Tips to Help You Get Hired Faster

### 1. Complete your LinkedIn Profile:

Users with complete profiles are 40 times more likely to receive opportunities through LinkedIn!

### 2. Build a Strong Network:

Your network represents those you know and trust. Leverage them to get introduced to inside sources at companies through someone you already know on LinkedIn.

### 3. Get Recommended:

Reach out to former colleagues for recommendations to build credibility and enhance your professional brand.

### 4. Message Key Network Contacts:

Send InMail® directly to decision makers at the companies you are interested to help you route your application to the right people.

Developing your LinkedIn network is key to connecting with the leaders you want to work with and the internship of your dreams. Remember to be a professional at all times when interacting on LinkedIn.

*Taken from LinkedIn Jobs 12/15/2010*

## Career Fair FAQ's

### How should I dress for the Internship & Job Fair?

Most experts agree: Dress as if you were going to an interview. That means a business suit (not shorts), "dress" shoes (not sneakers), and proper grooming at a minimum. Professional dress sends a clear message to the recruiter that you are serious and interested.

### Why doesn't the recruiter want my résumé?

Not long ago, it was standard operating procedure to give your resume to a recruiter at the career fair. That is changing, as many organizations have altered their processes for tracking applicants, and paper résumés don't work well with those processes. Now, many recruiters won't accept your résumé at a career fair, and, instead, may suggest you apply online. Don't be put off: Instead remember that you're at the fair to gather information you can use to help you succeed when you do apply.

### What do I do after the Career Fair?

Don't let your good work go to waste. Follow up soon after the fair: Send a thank-you note or e-mail to each recruiter with whom you met. Express your appreciation for the time and advice offered, let the recruiter know that you have completed anything he or she has asked you to do (such as apply online), and reiterate your interest in the company.

Undertake next steps: Apply online, sign up for the organization's on-campus interviews, or follow the recruiters' recommendations to help you move to the next phase in the job-search process.



# Job & Internship FAIR

Internship experience leads to job offers and higher starting salaries.

Thursday  
October 27th, 2011  
10:30a.m.-2:30p.m.  
University Center

Get on the fast track to success.

CAREER

CONNECTIONS

<http://www.plu.edu/career-connections/>