

Career Services May 2010 Newsletter

Congratulations to our graduating seniors and congratulations to all of you for making through the school year! Happy summer. For those graduating and launching job searches, let me offer some advice. First, have hope. People are getting good jobs despite bleak employment news and numbers. Believe that you will too. Be creative and proactive in your search. It is (and always has been) hard work to find work. Treat the job search as a full time job so that you can take advantage of momentum and “get in your groove.” Take an active approach to the search. Sitting at the computer looking at postings all day is not active, it’s a time sink since only 20% of available positions are advertised. Give yourself an hour at the end of the day to do internet stuff. Your next question is probably: then what *should* I be doing? Here is my first annual **Top 10 Job Search Activities List**:

1. Develop a strategy and plan of attack. Most people put more thought into their weekend plans than they do their job search.
2. Connect with and talk to other human beings -- aka networking. Over 70% of jobs are found this way. Leave your house, spend more time with people, less with computers.
3. Master LinkedIn -- it’s easy and useful: www.linkedin.com
Here are some tools to get you started:
<http://careerservices.linkedin.com/Build-A-Professional-Profile.pdf>
<http://careerservices.linkedin.com/Network-Professionally.pdf>
<http://careerservices.linkedin.com/Conduct-Essential-Employer-Research.pdf>
4. Join a Professional Association, see our JJ Hill Library list posted in the Career Link library:
www.metrostate.edu/career
5. Join a Job Search Group or Networking Club:
http://www.positivelyminnesota.com/JobSeekers/WorkForce_Centers/Hennepin_South/PDFs/Metro_Area_Job_Support_Employment_Networking_Groups.pdf
6. Develop a Target List – what are the 30 places where you’d like to work? Read more in the Career Workbook: www.metrostate.edu/career
7. Compile a Networking List – keep adding until you reach 100 people, then celebrate briefly and continue! Since you never know where your job lead will pop up, err on the side of including people on your list.
8. Set a date by when you want to have your new job. Write it on a post-it note and put it on your bathroom mirror. Projects (like a job search) typically take the length of time you give them. Be aggressive.
9. Take extraordinary care of yourself in a holistic way: emotionally, spiritually, mentally, and physically. You want to be ready to present your best self to employers at all times.
10. Find a partner or organize your own “job search board of directors” – this is your inner circle of people to be accountable to, problem solve with, check in with, and . . . celebrate with when you land that job!

Counseling and Career Services staffing this summer

Counseling and Career Services office will be open this summer. Please contact our office for individual appointments and keep an eye on our website for an updated workshop schedule. We appreciate your support of the services that we offer.

One more Spring Resume Drop In Session

Wednesday, May 12th

11:30 AM – 1:00 PM, Library 312, St Paul Campus

Suffering from writer's block with your resume or cover letter? Tired of wordsmithing alone? Come to the final Resume Drop In session of the school year. There is no appointment needed, just stop by sometime between 11:30 a.m. – 1:00 p.m., with your document (even if it's a work-in-progress). This is your last opportunity to drop in until we restart these sessions in September.

Resume Writing Workshop

Tuesday, May 11th

4:00 PM – 5:30 PM in the Library 312, St Paul Campus

Since this is a hands-on session, feel free to bring whatever resume draft you have on a USB device or in your email and we will work on it at one of the PCs in the room. RSVP in Career Link, or contact Career Services 651.793.1528 or career.services@metrostate.edu

JobWeb

JobWeb offers career and job-search advice for new college graduates. This site is a service of our professional association, the National Association of Colleges and Employers (NACE), try it:

www.jobweb.com

One or our favorite websites: ISEEK.org

Iseek keeps getting better and better. Interested in training options? Look at the Highlights (lower right) section of the Training Resources Center: <http://www.iseek.org/trc/index.html>

Read about trends and news that impacts industry, the economy and careers in MN FutureWork's collection of articles.

<http://www.iseek.org/news/trends.html>

Job Skills Transfer Assessment Tool (JobSTAT)

Are you laid off and looking for a new line of work - or simply interested in exploring other career options? Check out the new Job Skills Transfer Assessment tool (JobSTAT) on the Positively Minnesota website. This online tool lets you enter up to three of your previous jobs, then view a list of occupations that require similar skills to your previous jobs. Once you've found your list of related careers, you can view the wages, education, and skill requirements for those careers. Plus, see in-demand, and "green" job options. JobSTAT can also help you learn more about the skills you'd need to change careers, or to find job openings in Minnesota.

www.positivelyminnesota.com/Data_Publications/Data/All_Data_Tools/Job_Skills_Transfer_Assessment_Tool.aspx

Anyone interested in working for an Orchestra?

The League of American Orchestras is pleased to offer free career guidance and job finding tools to individuals interested in working for an orchestra. To arrange a one on one phone consultation, please complete a brief online questionnaire available on the League website www.americanorchestras.org

Gallup Poll: One in Five Americans Fear Job Loss in Next 12 Months

<http://www.gallup.com/poll/127511/One-Five-Americans-Fear-Job-Loss-Next-Months.aspx>

Upcoming Job Fairs in the Twin Cities

http://www.positivelyminnesota.com/JobSeekers/WorkForce_Centers/Help_for_Jobseekers/Attend_a_Job_or_Career_Fair.aspx

TRAVELERS Pathways Program Career Services' update by Jill Sondergaard

Greetings! Wow...how did it get to be May already!?! **CONGRATULATIONS** to all for finishing up the semester...and perhaps **GRADUATING!!!** 😊

On May 5th, we hosted fifty 7th grade students from Battle Creek and Hazel Park Academy who participate in the St. Paul Public Schools' AVID (Advancement Via Individual Determination) post-secondary academic support cohort. Yolonda Rogers, Youth Outreach Coordinator in the Center for Community-Based Learning and some of her student ambassadors did a fantastic job at coordinating and conducting this campus visit!

After being "Welcomed", the students went on a campus tour and returned to register for classes. They were given three class choices: Sticks & Stones, Cinco de Mayo and Digital Photography. They learned that if their first choice was full, they needed to look at their other ranked choices. The registration team then assigned them with their second class; therefore, they learned how they will have electives and requirements in college, and the importance of planning their schedule. Jennifer Bindner, Power of YOU Coordinator and an Academic Advisor in the College of Arts and Sciences and I walked through the classes to interact with the students.

At lunch, we gave our "Welcome". I had my red umbrella pin on and asked the students if they knew what it was. One said 'yes, you use the umbrella when it rains' - there was lots of laughter, including mine. Another said 'it's from Travelers Insurance' - I affirmed her and told them what my role on campus is. Since we were in New Main facing downtown, I pointed towards Travelers' corporate campus. I shared about Travelers' commitment to a holistic approach to underrepresented students, to include college readiness, access, preparedness and successful retention via Travelers EDGE (Empowering Dreams for Graduation and Employment). I shared gratitude about their significant funding resources awarded to AVID, Power of YOU, Travelers Pathways and additional educational and community-based partners. Jennifer talked about the Power of YOU and encouraged them to apply when applicable. She also reiterated that we would be here to support them when they transfer to Metropolitan State University!

The Metropolitan State University's Travelers Pathways Program exists to enhance educational and career development opportunities for careers in insurance and financial services. I share updates,

announcements and career 'coaching' tips through a blind-copy email list. Send me an email: jill.sondergaard@metrostate.edu.

Thank you for reading.