



Upcoming Career-Related GOLD Workshops

March

Exploring Your Future through the Strong Interest Inventory
3/2 Gold LC Rm @2:30pm

Dive Into Leadership Panel
3/4 Gold LC Rm @3:45pm

What Do Employers Want?
3/9 Hunt Room @2:30pm

Finding an Internship
3/25 Gold LC Rm @2:30pm

April

Day in the Life Series
4/1 Gold LC Rm @4:00pm

Upcoming Events

LinkedIn Labs

March 11th 2015- Milne 213

Don't have a LinkedIn account? Or do you have one but don't know what to do with it? During this two part series you will learn how to create a LinkedIn account, develop a marketable profile, build a network and land your dream job! Knowing how to effectively market yourself on LinkedIn can make all the difference in your job search! This will be a hands on workshop so please bring a laptop!

Job/Internship Fair

March 26th 2015- Kuhl Gym, 1:00-4:00PM

Join us at the second annual Professional Job and Internship fair for the opportunity to meet with upwards of 70 representatives from various companies in all different fields. You will be able to network with employers who are seeking to hire both interns and professional employees. Many employers will be Geneseo Alumni!

Teacher Recruitment Day (TRD)

April 15th 2015- Radisson Hotel- Rochester Riverside

Have an opportunity to meet with school representatives from both local schools, and schools from around the country. On the spot interviews for positions will be available. Located conveniently in Rochester and sponsored by The Rochester Area Career Development Association (RACDA).



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www.geneseo.edu/career_development

ISSUE

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March 2015

Career Climber

Resources available in the Department of Career Development

- Peer Career Advisors provide drop in hours for resume and cover letter reviews
- Career Insider career software
- Sigi3 online assessment
- Library covering various majors, careers, and graduate schools
- Appointments for advisement and career counseling
- Mock interview practice
- Help finding an internship
- Computer lab for printing resumes on specialty paper



This issue

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Career Tip of the Month: Post-Interviews

You just interviewed for a position that you are interested in. What now? Follow these do's and don'ts to give yourself your best chance to get the job!

Don't rush it.

You don't want to send a thank-you note from the parking lot 5 minutes after the interview. When sending an e-mail or card wait until the next day. If you are planning a follow-up phone call, wait two or three days. You want to seem thoughtful, not impatient. That being said, make sure your note is received before the hiring decision is made.

Don't make typos.

Hiring managers often disqualify applications with mistakes, and are likely to feel similarly about mistakes in follow-up messages. Make sure to proofread your notes and display your communications skills.

Do show your appreciation and reaffirm your interest in contributing to the company's growth. Rather than reiterating how much you want the job, focus on reiterating how much the company would benefit from your hire. Thank the hiring manager for his/her time.

Do be friendly, but still professional. Begin messages with "Dear so-and-so" and end with "Kind Regards" or "Best Regards". Avoid jokes, emoticons and abbreviations.

Don't go overboard. You want to show enthusiasm for the position but not unstable or annoying. Avoid showing extreme emotion and don't send an excessive number of follow-up messages.

Source: Career Builder; Robert Half 9/19/14

>>> P R O F E S S I O N A L <<<
**JOB & INTERNSHIP
 FAIR**

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Looking for a job or internship? Attend the Second Annual Professional Job and Internship Fair, **Thursday March, 26, 2015.**

Located in the Kuhl Gym, this professional job and internship fair will bring together over 70 different companies all looking to recruit Geneseo students. The companies attending come from a variety of industries including; government; public administration, accounting, finance, health/ medical, services, business

management, education, human services, not-profit, retail/ wholesale, communications, media and more!

Carissa Gagliardi, a current senior who attended the fair last year said, "The job and internship fair is a great experience for students. They have the chance to network with professionals and seek job opportunities."

Carissa also is a current intern in the Department of Career Development and is helping to plan the job fair. She noted, "This year the job fair will have more companies and will be

in a larger space which will be easier to navigate."

This job fair will feature companies such as; Verizon, Excellus, Teach for America, the Peace Corps, and ESL Federal Credit Union.

Additionally, students will have the opportunity to have a professional photograph taken of them for their LinkedIn profiles by award winning photographer Keith Walters.

Students who register in advance on Knightjobs to be entered to win a free Kaplan test.

Two Part Interactive Series!

Come learn the basics behind creating and using *LinkedIn!*



** Please bring a Laptop to each session*

Hiring managers use LinkedIn extensively, so it is important to learn how to make sure that they stumble upon your profile. For example, did you know that listing your skills on your LinkedIn profile increases the likelihood that your profile will be viewed by **13 times?**

Want to learn more tricks to get your profile noticed? Or don't have a LinkedIn yet? Attend the upcoming LinkedIn Labs. During this series you will learn how to **create** a LinkedIn account,

develop a marketable profile, **build** a network and land **your dream job!** All students attending should bring their lap tops for these will be hands on interactive sessions. Knowing how to effectively market yourself on LinkedIn can make all the difference in your job search, so don't miss out!

WHEN: March 11th @2:30PM
WHERE: Milne Library 213

Source: Digital Marketing Ramblings...Craig Smith, February 2015

Peer Career Advisor hours:

M: 11-2pm
 T: 10-12pm
 W: 11-4pm
 Tr: 10-12pm

Internship Advisement hours

T: 1-2:30pm
 Tr: 1-2:30pm
 F: 1-3pm

**** Please bring a printed copy of your resume to PCA drop in hours****

Coming Soon!

**SUNY
 GENESEO'S
 OWN**



Browse the **Career Closet** for both men's and women's professional attire to borrow for **free** before your next interview!

More information coming soon! Follow us on social media to learn more.