

#### Upcoming Career-Related GOLD Workshops

#### March

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

Dive Into Leadership Pane 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

#### <u>April</u>

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

#### **Upcoming Events**

#### **LinkedIn Labs**

March 11<sup>th</sup> 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 26<sup>th</sup> 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 15<sup>th</sup> 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).



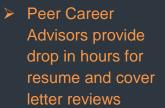
1 College Circle, Erwin 116, Geneseo, NY 14454, 585-245-5721 www.geneseo.edu/career\_development

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March 2015

## Career Climber

Resources available in the Department of Career Development



- 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



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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 thankyou 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 am excessive number of follow-up messages.

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

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# O F E S S I O N A L <<<

# JOB \*INTERN-SHID

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 profiles by award intern in the Department winning photographer of Career Development Keith Walters. 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

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



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 11<sup>th</sup> @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** 

Career Closet.

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.