

Resume and Career Planning Workshop Accounting 216



Objective Of This Assignment

- ✓ Introduce you to Career Services
- ✓ Understand the importance of designing a career plan
- ✓ To be registered on JOBTRAX and understand JOBTRAX
- ✓ To have an approved **initial** resume on line at Career Services
- ✓ To be aware of resources on Career Services Web Site



HAND OUTS

SIGN UP SHEETS



Getting the Herd hired !

FIRST

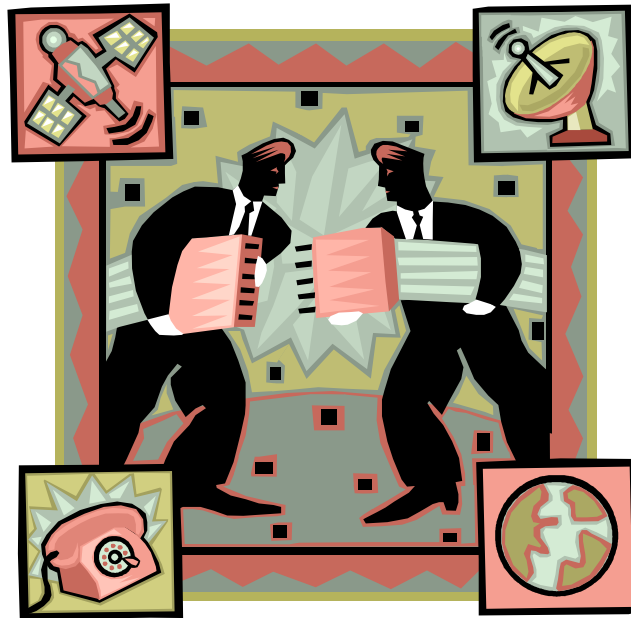
Register on JOBTRAX

Complete the Profile

**You will upload your
resume**

**You will search for
jobs**

Do you have a career plan?



Plan contents

Every College student needs a
Career Plan

It can lead to a great job



Develop a network of influential people

Build credibility: Join a campus business
organization

Volunteer

Get to know professors, advisors, career
services staff

Research campus, community and internship
opportunities

Understand myself: “What is it that I really
want to do?”

Sigi 3- SWAT

Tend to my grades

Build leadership and communication skills
by participating in activities

Sophomore Year!

- Select a major!
 - Attend a pre-career fair workshop and career fair to just explore or research who is there
 - Seek part-time and summer work in your field of interest
 - Continue to participate in on Campus Volunteer Activities and Business Organizations
- ✓ Have a great attitude
 - ✓ Find ways to strengthen your leadership skills, presentation skills and communication skills
 - ✓ Identify and research potential employers and job websites
JobTrax and SIGI 3
 - ✓ Keep your grades up

Junior Year!

- Volunteer for something very important to you
- Find an internship
- Demonstrate leadership abilities at work or in an organization
- Improve the initial resume and practice interviewing skills
- Identify and develop references
- Attend job fairs, interview if you can
- Purchase proper business clothes
- Develop a 30 second commercial



QUESTION: What is it that
recruiters love?



Answer: **PEOPLE WHO GET THINGS DONE !**

Identify and excel in your areas of strengths.

Strive for one or two significant

accomplishments.

Senior Year!



The job search begins the freshman year.

- **Finalize your plan**
- **You have a great GPA**
- **Finalize your resume highlight accomplishments**
- **Attend Job Fairs and on campus interviews**
- **Tap all your networking sources**
- **Do a complete job search**
- **Contact employers that you researched**
- **Keep references updated**
- **Have business attire ready for the interview**
- **Keep organized: no last minute worries**



MARSHALL CAREER SERVICES

PHONE: 304-696-2370

- HOME
- STUDENTS
- EMPLOYERS
- FACULTY STAFF
- PARENTS VISITORS
- ALUMNI
- CONTACT US

Employer Registration Now Open



Career EXPO 2009
October 7, 2009 - 10am to 2pm - Memorial Student Center



We Are... Getting the Herd Hired!

Quick Search



College Course Requirements

[Lewis College of Business](#)

[College of Education](#)

[College of Liberal Arts](#)

University Links

[Alumni](#)

[1st Year Experience](#)

[Welcome Weekend](#)

[Financial Aid](#)

Quick Contact Information

Phone: 304-696-2370

Fax: 304-696-2354

Upcoming Events

Resume Workshops

Thursdays at 3:30pm in the Career Services Center. Call 304-696-2370 to RSVP.

Employer Registration Now Open!!!

Register by Aug. 21st and save \$10 2009 FALL CAREER EXPO

Wednesday, Oct. 7th, 10:00am-2:00pm

Memorial Student Center

Register through your [JOBTRAX](#) account!

Amazon.com Info Table

Tuesday, Sept. 1st, 10:00am-2:00pm

Memorial Student Center Lobby

Quick Links



Career News

[Glassdoor.com](#) gives you an inside look at [company salaries](#), [reviews](#) and [interview questions](#) for more than 26,000 companies. Marshall students: [send an email](#) from your '.edu' account and you will receive a free full access student account. You'll get free access to everything without having to post anything.

Student Jobs of the Week

"Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non

Starting a Resume



- Always put your name, address, phone and email address at the top of your resume.
- Keep it simple and professional. Do not use fancy fonts, or colored paper for your resume. Stay away from jargon also.
- And do not use “I”!

Career Objective

- Be specific and concise.
- List the type of job you are seeking.

Example:

“Position as Human Resources Assistant”
Or simply leave it out!



Summary of Skills/Qualifications

- List three or four of your strengths or skills.

Example:

1. Solid academic and practical experience in personnel management.
2. Good understanding of state and federal employment laws and policies.
3. Strong computer skills able to use Peachtree, Dreamweaver and Power Point

See resume handout examples on the website

Education

- List name /address of college(s), date(s) of graduation, major, minor and GPA

Do not list your high school education

Example:



B.B.A. Management

Marshall University, Huntington WV

G.P.A. 3.5

May 2009

Work Experience

- List employer(s), job title(s) and duties. List most recent experience first and work back in reverse chronological order.

See resume handout



Helpful hint: Remember to use action verbs!

Internship

- List internships, teaching or other experiences in field using same format as Work Experience section
- If you have not had one consider it

See resume handout



Honors and Activities

- List your accomplishments and honors!!

Examples include:

Dean's list/Educational awards

Fraternity/Sorority awards

Volunteer/Community awards

References

- Do not list names of references on your resume.
- Attach a separate sheet with names and phone numbers of persons who have agreed to provide references for you
- Simply end your resume with “References Available by Request”

How can Career Services help you?

- Career Fairs and On Campus Interviews
- Career Portfolio
- Sigi 3-Career Testing
- Career Advising: Major selection or change
- Internships
- Informational Sessions and Workshops
- Interviewing Skills
- Job Placement Consulting

Career Services Center

8 a.m. - 5:00 p.m., Monday-Friday
696-2370

www.marshall.edu/career-services

- Important Dates
- Resume Workshops 3:30 every Thursday
- Sept. 23rd Dixon Hughes
- **Sept. 23rd Majors, Minors and MORE!**
 - **MSC 11:30 am to 2:30 PM**
- Sept 28 Arnett and Foster info Session
 - **5:50- interviews Sept 29th**
- Sept.30th "How to Work a Career Fair"
 - **MSC 3:30 PM**
- Oct. 1st Ernest & Young
- Oct. 7th Career Fair
- Oct. 8th Federated Insurance
- Oct 28th Etiquette Dinner sponsored by SGA and Career Services



Let's review: Objectives

- ✓ You understand the assignment and have a check list
- ✓ Understand the importance of designing a career plan
- ✓ You have been exposed to JOBTRAX and how to begin an **initial** resume
and references
- ✓ You are aware of events
- ✓ You know how to avoid an incomplete
- ✓ Call me directly or the career service office staff if you have any problems





QUESTIONS

THANKS FOR YOUR ATTENTION