



ASU
AUGUSTA STATE UNIVERSITY

Career Center

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Office hours: Monday – Friday, 8:00am – 4:30pm;
Monday and Tuesday evenings by appointment.

The Job Target Newsletter—Spring 2006 Edition

It's That Time of Year Again!

Employer Expo 2006—February 9th

Come to our annual Career Fair in which Employers offering part-time, full-time (non-degreed), co-op, internship, and degreed positions attend as well as schools promoting graduate programs. Students have an opportunity to network, meet employers, and leave their resume. Last year 83 Employers attended our career fair as well as 350 students. To see a list of

employers already attending this year, check out our website at www.aug.edu/career_center.

Students who prepare will be the most successful at our job fair. Professional attire and copies of your resume are required. We also recommend attending our **Job Fair Prep seminar on Wednesday, January 18th at 1:30pm in**

Boykin Wright Hall.

Please call in advance to reserve a seat at 737-1604. The Career Center also has a video for information about making the most out of a career fair.

The Employer Expo will be held on **Thursday, February 9th from 10am to 1pm**. It will be located at Christenberry Field House located at 3109 Wrightsboro Road.

Your Career Center Services:

- Job Listings
- Resume/Cover Letter Critiques
- Mock Interviews
- Career Fairs
- Co/op and Internships
- Computer Lab
- GCIS-Georgia Career Information System
- Career Exploration
- What Can I Do With A Major In?
- Additional Career Development Resources

Educator Expo 2006—February 10th

If you are interested in working in K-12 school systems then this is the job fair for you! Our Educator Expo welcomes over 50 school systems from local and regional areas.

This job fair allows Education majors and seniors to network and apply to schools in Georgia and surrounding states. It is also ideal for certified teachers wanting to

change schools. Those with non-education degrees or alumni looking to enter into the education field can get information on teaching and alternative certification options.

The Educator Expo will be held on Friday, February 10th from 10am to 1pm at Christenberry Field House. Professional dress is required. If you

are interested in working primarily in Georgia, you will need to register online at www.teachgeorgia.org prior to the event.

The Educator Expo is sponsored by the Augusta State University Career Center & College of Education, Georgia College & State University and the Georgia Teacher Recruitment Collaborative.



Resume Critiques

Make sure you get your resume critiques done by February 3rd in order to have them done for the Expo. Feel free to bring them to our Allgood Hall location every Wednesday from 10am to 1pm as well.

Sell Yourself at the Career Fair

By: Sally Kearsley

A career fair is a great place to gather information about potential employers and make contacts that can lead to your first job. Here's some advice on how to make the most of your time.

5 Things to Take to the Career Fair

1. Copies of your resume (25 to 40 depending on the size of the event). Be sure it represents your knowledge, skills, and abilities (KSAs) effectively. It needs to look professional—easy to read format on plain white or cream colored paper--and be free of typos. If you are looking at several career options, you may want to have two or more targeted resumes with different career objectives!
 2. A smile, a strong handshake, and a positive attitude. First impressions are important. Approach an employer, smile, and offer your hand when you introduce yourself.
 3. A 30-second "sales pitch." Hand the recruiter a copy of your resume and be prepared to expand on it quickly! Share basic information about yourself and your career interests like this: "Hello, I'm Carrie Jones. I'm a senior here at Wonderful University and I'm majoring in English. I'm very interested in a marketing career. As you can see on my resume, I just completed an internship in the Marketing Division of the ABC Company in Peoria. I've also taken some courses in business marketing. I'm very interested in talking with you about marketing opportunities with your organization."
 4. Information about the organizations which will be attending. Gather information as you would for a job interview. To maximize the brief time you have with each employer, you need to know how your skills and interests match their needs. And don't just concentrate on the "big names." There are often great opportunities with companies with which you are not familiar.
- Energy! Career fairs require you to be on your feet moving from table to table for an hour or so. Each time you meet someone, be at your best, as refreshed as possible!

5 Things Not to Do at the Career Fair

1. Don't cruise the booths with a group of friends. Interacting with the recruiters on your own. Make your own positive impression!
 2. Don't carry your backpack, large purse, or other paraphernalia with you. Carry your resume in a professional-looking portfolio or small briefcase works well. It will keep your resume neat and handy, and gives you a place to file business cards of recruiters that you meet. Usually you can stow your coat, backpack, or other gear in a coatroom.
 3. Don't come dressed for rugby practice (or any other extremely casual activity). A career fair is a professional activity—perhaps your first contact with a future employer.
 4. Don't "wing it" with employers. Do your homework! Research the companies just as you would for an interview. You'll be able to focus on why you want to work for the organization and what you can do for them.
- Don't come during the last half hour of the event. Many employers come a long distance to attend the fair and may need to leave early. If you come late, you may miss the organizations you wanted to contact!

5 Things to Take Home From the Career Fair

1. Business cards from the recruiters you have met. Use the cards to write follow-up notes to those organizations in which you are most interested.
 2. Notes about contacts you made. Take paper and pen with you to write down important details about particular organizations, including names of people who may not have had business cards. Take a few minutes after you leave each table to jot down these notes!
 3. Information about organizations you have contacted. Most recruiters will have information for you to pick up, including company brochures, computer diskettes or CD's, position descriptions, and other data. You won't have time to deal with these at the fair!
 4. A better sense of your career options. If you have used the event correctly, you will have made contact with several organizations that hire people with your skills and interests. In thinking about their needs and your background, evaluate whether each company might be a match for you.
- Self-confidence in interacting with employer representatives. A career fair gives you the opportunity to practice your interview skills in a less formidable environment than a formal interview. Use this experience to practice talking about what you have done, what you know, and what your interests are.

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GACE College-to-Career Fair—Tuesday, April 11th

This is a career fair in which recruiters from all over Georgia seek out soon to be graduates of Georgia schools. If you are a student close to graduating or are looking for internship opportunities then this is a great job fair for you! Last year there were over 300 employers and over 1000 attendees. The GACE fair will be held at the Cobb Galleria in Atlanta on Tuesday, April 11th from 11am to 3pm. Check our website for registration information.

Examples of past employers are:

- American Express Financial Advisors
- Bellsouth
- The Central Intelligence Agency (CIA)
- Wyndham Capital Mortgage

"The Absolutely Critical Last Step Of The Job Fair"

As with any other part of the job search, it's follow-up! Yet sadly, very few students ever do. Make sure you are the one who stands out in the crowd.

First, call the office number on the business card of the person you met with. They will obviously be out of the office, but they likely will be checking messages that evening. So ask to be put through to voicemail, where you will leave a personal "thank you."

Then send a "thank you" card by mail or e-mail to confirm your ongoing interest. What to say? Keep it short and sweet. Make sure you cover the following topics:

- Thanks for taking time to meet with me today...
- Here is why I feel I would be an outstanding employee for your company...
- I would appreciate the opportunity to speak with you further...
- I will call you next week to arrange a time when we can meet and further discuss how my skills can benefit your organization...

Then make sure you do in fact call when you said you would. Again, very few follow through to this step, so you will be head and shoulders above the crowd at this point, and very likely the one they choose to go on to the next step.

No job offers will be made at the job fair. But if you perform at your very best and follow through on all the steps, you may be on your way toward the final interview at the company site.



"I Got A Job" Contest Winner!

Traycee Brinson \$100

*Congratulation to all of our recently employed students!

-Remember to let us know when you get a job so we can enter you into our drawing!

Career Center on Location!

Take advantage of the Career Center when we come to you on location in Allgood Hall!

We are located every Wednesday in the Public Safety Office on the 1st floor of Allgood Hall from 10am-1pm.

Upcoming Events!

January 17th	Educator Expo Prep Seminar 4:30-6:30pm	Boykin Wright Hall
	-This seminar is for future educators and will cover job search, networking and career fair preparation tips tailored to the candidate seeking employment in K-12. You must RSVP by January 12th to attend. 706-737-1604	
January 18th	Job Fair Prep Seminar 1:30-2:15pm	Boykin Wright Hall
	-This is a 45 minute seminar that will cover tips on how to market your skills at a job fair. Details about networking, resumes, employer research and interviewing skills will be highlighted.	
January 20th	Deadline for Co-op Student of the Year application	
February 9th	Employer Expo 10am-1pm	Christenberry Field House
February 10th	Educator Expo 10am-1pm	Christenberry Field House
February 22nd	Grad Gala 4pm-7pm	Washington Hall Towers
February 23rd	Grad Gala 10am-2pm	Washington Hall Towers
March 17th	Co-op Student Recognition Breakfast -This is by invitation only	
April 11th	GACE College-to-Career Fair 11am-3pm	Cobb Galleria, Atlanta, GA

Do You Want a Perfect Interview?

The Career Center has a new software program called Perfect Interview. This is an innovative software program that assists users in developing their interview skills. This program allows you to be recorded during a virtual interview on the computer. A student can do an entire interview or they can focus on areas they need most work in such as behavioral interviewing.

Call today at 706-737-1604 and schedule your perfect interview!

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