



Next Step News

From the Director's Desk

Welcome back to the spring 2005 semester! I am thrilled to announce *Next Step News* as the official newsletter of Career Services. Each issue will provide you with valuable and timely information and a calendar of events for the semester. I also encourage you to visit our web site at www.framingham.edu/careerservices for up-to-the-minute changes or additions.

Career Services is "on the move"! We are now located in Room 510, across the hall from our previous location. We still have student computers available for resume and cover letter writing as well as researching employers. There is also a book room with our career information and job search directories and resources. Please stop by and visit.

We have a busy semester planned, with several employers coming on campus to interview candidates, and a variety of workshops to help you prepare your resumes and cover letters and improve your interview skills. We are also scheduled to visit many classrooms to make presentations on a variety of related topics.

If you haven't been to Career Services yet, please stop by and check out our resources. If you're a regular, we look forward to seeing you again this semester.

Have an enjoyable and successful semester!

Carol Spector, Director

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Student to Student

By Ashlee Winston '07

The first thing people say to me when I tell them that I work in Career Services is, "Can you get me a job!?" Well I can't get you a job, but I want to tell you all the great ways you can achieve that. In Career Services, we offer:

- A library of books on topics ranging from choosing a major to job options for each major.
- Workshops on how to write a resume and cover letter (By the way, you need to have one when you graduate, so why not start it now?!).
- Registration information on tests for graduate/professional school, i.e. teacher test dates, GRE information, etc.
- Companies that come here to you, **on the FSC Campus**, to conduct interviews! You don't even have to drive anywhere!
- We have a huge job and internship listings web site (College Central) that is a link from our homepage, www.framingham.edu/careerservices. You can find so much information and register to search for jobs all over Massachusetts, and the country! It also allows you to upload your resume to the program and lets companies seek you out.
- I saved the best for last - we also have three amazing career counselors who can help you do all of this. They are here for you to talk to, to help you find a direction, to make career choices, and just to be with you the whole way along taking your next steps toward adulthood.

Many people spend a lot of money going to placement agencies to help them build their resume and to research and find an internship or a job. Well, you don't need to spend a lot of money, because we all know that as college students we don't have any. Career Services is the place to go to do all that and more! It is on the 5th floor in the College Center. They have so much information and assistance to offer, so take advantage that we have such an awesome place right at our fingertips! Come visit us today!

Good News for College Graduates: Employers Want You!

More than three-quarters of employers, polled in a national survey done annually by the National Association of Colleges and Employers, describe the job market as “good” (56 percent) or “very good” (22 percent). Service sector employers plan to hire 12.1 percent more new college graduates in 2004-2005. Government and nonprofit employers said they plan to hire 19.8 percent more new graduates.

Who’s in Demand?

Graduates with Bachelor’s Degrees in:

- Accounting
- Electrical engineering
- Mechanical engineering
- Business administration/management
- Economics/finance
- Computer science
- Computer engineering
- Marketing/marketing management
- Chemical engineering
- Information sciences & systems

This is good news for our economics and business majors, but what if you are a sociology or history major? Don’t despair. There is hope. Employers also look for many other qualities besides a student’s major. Assess whether you have some of the skills that are listed in the box to the right and highlight those to employers through your resume and an interview. If you are unsure of your skills, make an appointment to speak with one of our counselors and she can assist you in identifying your skills and abilities.

What Employers Look For

Each year the NACE survey is conducted, employers are asked to name the skills and qualities in the “ideal candidate.” They also compare their desires to the skills and qualities the current crop of graduates actually possess.

A good GPA is, of course, important to employers who are looking for the best and brightest among the newest group of graduates. Almost seven in 10 employers (69 percent) report that they screen college candidates by GPA and some say that they

have a GPA “cutoff” for those candidates, the largest group of employers said their cutoff is 3.0.

Employers do look at other attributes. In fact, year after year, the number one skill employers look for is good communication skills: the ability to write and speak clearly. Unfortunately—in spite of requesting this skill year after year, many employers also report that college graduates lack good grammar and writing skills. One respondent said graduates have trouble “getting good ideas communicated without saying ‘like’ and ‘you know.’”

Employers also want new hires who are honest, have solid interpersonal and teamwork skills, are motivated, and have a strong work ethic. At the same time, employers lament that too many graduates lack maturity and professionalism. They note that new graduates don’t know how to dress for work and they don’t know how to conduct themselves in the workplace.

Top 10 Qualities/Skills Employers Want

- Communication skills (verbal & written)
- Honesty/integrity
- Interpersonal skills (relate well to others)
- Strong work ethic
- Teamwork skills (work well with others)
- Analytical skills
- Motivation/initiative
- Flexibility/adaptability
- Computer skills
- Detail orientation

The Bottom Line: Even though the job market is improving, finding a job requires persistence. Determine your **interests** and **strengths**, thoroughly **research** targeted employers, **network** with alumni and other professionals in your chosen field, and **prepare, prepare, prepare!** Make an appointment with Career Services for assistance with any aspect of your job search.

Faculty, Don't Cancel That Class

Don't cancel that class if you will be away. Call Career Services to come in to present a topic to your class. Go to the "Faculty" section of our web site to view a list of suggested topics.

There's a Career for You

We have resources available for students in every major, but one of the staff favorites is the *Careers for...* series.

Rather than choosing your career based on your major, this series focuses on career choice based on your personality and interests. Are you the shy and quiet type? Then check out *Careers for Introverts and Other Solitary Types*. Spend your free time volunteering? Try *Careers for Good Samaritans and Other Humanitarian Types*. Following is a partial list of titles:

Careers for...

- ❖ Animal Lovers & Other Zoological Types
- ❖ Competitive Spirits & Other Peak Performers
- ❖ Culture Lovers & Other Artsy Types
- ❖ Fashion Plates & Other Trendsetters
- ❖ Film Buffs & other Hollywood Types
- ❖ Foreign Language Aficionados & Other Multilingual Types
- ❖ History Buffs & Others Who Learn From The Past
- ❖ Kids at Heart & Others Who Adore Children
- ❖ Music Lovers & Other Tuneful Types
- ❖ Number Crunchers & Other Quantitative Types
- ❖ Perfectionists & other Meticulous Types
- ❖ Scientific Types & Others with Inquiring Minds
- ❖ Sports Nuts & Other Athletic Types
- ❖ Travel Buffs & Other Restless Types
- ❖ Writers & Others Who Have a Way with Words

... You get the idea! The complete list of titles in this series, and all the other titles in our library, is available on our web site, or come on in and browse our shelves.

Career Services *Helping You Take the Next Step*

Monday - Thursday 8:30 – 5:00
Friday 8:30 - 4:30

College Center, 5th Floor, Room 510
508-626-4625

www.framingham.edu/careerservices

Graduating Seniors

Career Services has a gift for you! If you'll be graduating in May, stop by our office and pick up your Senior *PRO*Folio. It's a black and gray professional style portfolio notebook perfect for bringing to interviews or keeping your job search organized. It's our way of saying congratulations and good luck with your post-graduation plans. Remember that our services are available to you *after* graduation, too!

It's Not Too Early to Start Looking for a Summer Job or Internship

Considering doing an internship this summer? It may seem hard to believe, but this winter *will* end, and summer will be here before we know it! If you're planning on doing an internship or looking for a job this summer, it's not too early to get your search started.

In General...

A Summer Internship is a paid or unpaid position related to the career field(s) that you're considering. Depending on your major, you may be able to receive credit.

A Summer Job is a paid position pursued for the purpose of earning money for personal or school expenses. A summer job is generally not related to any particular career path you are exploring.

Although the bulk of summer internships and jobs are posted later in the semester, some of the more competitive opportunities can have early deadlines. If you start working on your resume and cover letters now, you'll be able to perfect them in time to get them in front of potential employers without the pressure of meeting last-minute application deadlines.

Visit www.framingham.edu/careerservices and click on "Internships" to view both current and summer opportunities.

To learn more about internships, pick up our Internship handout, available in our office or on the bulletin board in the corridor, or download it from our website. You'll find plenty of information on the benefits of doing an internship and what employers are looking for. Career Services can help with all aspects of your summer internship search, so we encourage you to make an appointment if you need help getting started.

Plan to attend our workshop on Finding A Summer Internship on April 13th. Details are on our web site.

Meet the Staff

Carol Spector has been the **Director of Career Services** for the past 4 years. She holds an M.Ed. from Springfield College and a B.A. from Mass College of Liberal Arts. She has 20 years of experience working in higher education, primarily in career development. Some of her past employers include Bentley College, Boston University and MIT. She is especially interested in working with faculty to bring career information into the classroom. Outside of work, she manages her son's club soccer team and enjoys quiet time with the family's dog, a four-year old Cardigan Welsh Corgi.

Kendra Vandervalk has been the **Office Assistant** in Career Services for over 6 years. Among her varied duties are assisting students and employers, and designing and maintaining the office web site. Kendra is currently a part-time evening student at FSC, working on a bachelor's degree in English. Kendra writes poetry and is working on getting her poems published. She also enjoys scrapbooking, and building her side business as a wedding ceremony singer.

Career Intern

Stacy Saint Louis is Career Service's first Undergraduate Career Intern. She is a senior majoring in psychology, and an active member of the Black Student Union.

Student Workers

Ashlee Winston is a sophomore who hails from West Boylston, MA. She is a communication arts major and has worked at Career Services for a year. Ashlee is an active member and choreographer in the dance club.

Kim Russell, a sociology major with a special interest in textiles across cultures, lives in Pepperell, MA. She loves to read about people and travel (especially with Green Tortoise Bus Trips).

Virginia Washington, from Avon, MA, is a freshman (undeclared) with an interest in education. She enjoys reading, watching TV, and talking on the phone, and can often be found doing all three at the same time.

Joyce Indelicato has over 20 years experience as a **Career Counselor**. She received her M.Ed. in Counseling from Cambridge College and her B.A. from Goddard College. Joyce has worked with students at Wentworth Institute of Technology, Babson College, Lesley University and Brandeis University. She has a special interest in working with undeclared/undecided students. In addition to her position in Career Services, Joyce is a personal trainer and the owner of a women's fitness center in Ashland.

Deborah Lippsett has worked as a **Career Counselor** with hundreds of students at Northeastern University, Tufts University, Babson College and the University of Chicago before coming to FSC. She holds an M.A. from the University of Chicago and a B.A. in Psychology from the University of Wisconsin-Madison. Outside of FSC, Deb leads staff development and team-building seminars for various organizations. She also enjoys watching her two teenage sons play basketball and tennis.

Calendar

- 3/9 Framingham Public Schools On-Campus Interviews
- 3/21 Resume Week Begins (continues thru 3/25)
- 3/22 Bright Horizons On-Campus Interviews
- 3/23 TJX On-Campus Interviews
- 3/30 PFPC On-Campus Interviews
- 3/30 Job Search Workshop
- 4/5 Target On-Campus Interviews
- 4/11 Graduate School Workshop
- 4/13 Summer Internship Workshop
- 4/14 Enterprise Rent-A-Car On-Campus Interviews
- 4/19 Abercrombie & Fitch On-Campus Interviews
- TBA Corporate Express On-Campus Interviews
- TBA MEDITECH On-Campus Interviews
- TBA Job Search Boot Camp (after graduation)

Check our web site for more details on resume deadlines, upcoming programs and events.