

Career E-minder

UWF Career Services
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Grads and Job Ads!

Alright. So you've graduated, thrown away all your old reports and traded your backpack in for a attaché. Great. Now what?

Looking for a job can be tricky and complex, but keeping in mind a few tips and helpful hints can make the whole process seem a little bit more like smooth sailing.

1. **"I'm the King of the World!"** Although you may feel like the job search process is something you'd rather keep to yourself, tell the whole world. With the economy sagging like it is, it's better to not leave it to chance that someone doesn't tell you about a job because they didn't know you were looking for one.

2. **"No wire hangers!"** You may think that your 70 wpm rate is top notch; but double check your spelling rate. Proofread your resume and cover letter until you know it by heart. (Well, maybe not that much, but you know what we mean.)

3. **"Tonight, on CNN..."** Everywhere you look, something is on the news about crazy Youtube videos or MySpace indictments. Don't let your face get smeared by your own online social interaction. Be sure to censor or take down any photos that look or *may* look suspicious or questionable. If these reach the hiring manager before you do; your interview will be over before you have a chance to introduce yourself.

4. **"Be who you wanna' be."** You may not have the job yet; but act as if you do. By that, we mean, act professional. Act like you have responsibilities, act like you could work side by side with the person who's interviewing you. Hiring Managers are always surprised and eager to work with people who can fuse easily with the company and work-staff.

5. **"Mama always said..."** Don't forget your manners. Hiring Managers never make it personal (or at least, they shouldn't), so don't take it personally. If you don't get the job, move on. Sending a thank-you note after the interview, thanking the interviewer for their time is always a nice gesture and doesn't come off as brown-nose quality at all.



Job of the Week

Job ID: 2663

Job Title: Assistant Front Desk Manager

Organization: Perdido Beach Resort

Job Description: Provides guidance and leadership as the Assistant Front Desk Manager. Ensures consistent quality customer service is delivered. This includes assisting the Front Desk Manager in the general operation of the department by training and supervising staff. Providing the guests with courteous, friendly, timely and professional services in accordance with the resort's high standards of quality.

Log on to JasonQuest to find out more information!

The Teams are back! Once again, Career Services is offering the CETeams for the summer!

Career
Exploration
Teams

Geared for the student who wants to find "the right career/major". Students will meet for three sessions, take assessments, learn how to connect values to possible majors and careers and focus on goal setting.

First team starts May 28 @ 3pm, second Team starts July 8 @ 10am, and the third Teams starts July 28 @ 1pm.

Spaces are limited so register by phone or in person!

IMPORTANT INFO!

- **TMR!** May 20: Co-Op/Internship Info Session @ 11am
- May 28: Co-Op/Internship Info Session @ 1pm

Water Cooler Joke of the Week

Corporate Terminology

"Join Our Fast Paced Company!"

translates to

"We have no time to train you."

Thanks to ahalife.com