

How College Students Can Avoid Getting “Whittled Out”

In a struggling economy, hiring managers get flooded with resumes for job openings. How can college students keep from being whittled out of the mix in the early stages? In a recent *Newsday* article, hiring managers had several suggestions for job seekers. In addition, a previous issue of NACE’s *Planning Job Choices* provided resume tips for new graduates from employers, career counselors, and recent graduates.

Tips from these sources include:

- **Paying attention to detail**—Job seekers probably have sent out dozens of resumes and tend to cut corners by, for instance, not proofreading the cover letter, failing to include information the hiring manager asked for, or beginning the cover letter “Dear Sir or Madam” when the hiring manager’s name is on the company web site. Students need to take the time to make sure the correspondence and information they send is correct and error-free.
- **Doing the basics**—They should proofread for spelling, grammar, and tone, and make sure they have followed the instructions of the employer. College students shouldn’t let the sloppy nature and informality of e-mail correspondence seep into their communications—whether it’s e-mailed or written—with potential employers.
- **Constructing an effective resume**—Job seekers should organize the information in a logical fashion and keep descriptions clear and to the point. They should include as much work experience as possible, even if it



obviously doesn’t relate to the job they are seeking. Also, they should use a simple, easy-to-read font.

- **Customizing their response**—Job seekers should address the hiring manager directly, and include the name of the company and the position for which it is hiring in their cover letter/e-mail response.
- **Making it easy for the hiring manager**—Job seekers should use their name and the word “resume” in the e-mail header so it’s easy to identify. If the employer asks for information—such as references or writing samples—job seekers should make sure to provide it.
- **Focusing on what they bring to the employer, not what the job seeker wants from the job**—This is an opportunity for job seekers to market themselves and stand out from the other candidates. What can they do to make the hiring manager’s life easier? What can they do to help the company?
- **Being professional**—Job seekers won’t be taken seriously if they don’t have e-mail or voice mail/answering machine. If they don’t have e-mail, for instance, free accounts are available through Yahoo! and Hotmail. Also, it’s a good idea for them to ditch the cute e-mail address or voice mail/answering machine messages in favor of ones that are more professional.

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**You’re
Invited**



Business students are invited to the **College of Business Tailgating** tent at all home football games. The tent is located in front of Vann Hall just west of the practice field.

Sept 20 at 12:30 (Marshall) kick-off 2:30pm **Nov 1** at 5:00 (UAB) Kick-off at 7pm
Oct 4 at 4:00 (UTEP) kick-off 6pm **Nov 15** at 12:00 (E Carolina) kick-off at 2pm
Oct 11 at 5:00 (Boise State) kick-off at 7pm *Contact 601.266.6210 for more information*

Critical Dates To Remember

Don't miss
this event!

CAREER FAIR – Wednesday, October 8, 2008 – Noon to 4:00 pm, Thad Cochran Center
Connect with representatives from over 130 employers and graduate schools looking to recruit Southern Miss students. View a list of participating organizations at www.usm.edu/cs.

MOCK INTERVIEW DAY – Tuesday, October 14, 2008 – 1:00 pm to 5:00 pm, Joseph Greene Hall 210
Polish your interview skills through practice interviews with employer representatives. Gain valuable feedback to improve your real job interviews. You must sign-up for an interview time through Eagle Employment by October 9.

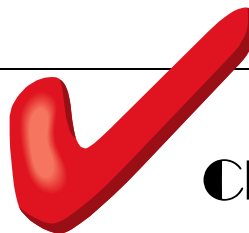
ETIQUETTE DINNER – Tuesday, October 21, 2008 – 6:30 pm, Thad Cochran Center Room 216
Learn proper dining etiquette for use during interviews and professional meetings. Price of \$25 includes both the instruction and a 3-course meal. Register for this event in Career Services located in McLemore Hall, Room 125. Register early as space fills quickly.

HEALTHCARE MARKETING INDUSTRY DAY – Wednesday, October 22, 2008 – 8:30 am to 12:00 pm, Joseph Greene Hall 3rd Floor
Talk to employer representatives in the pharmaceutical and medical sales industry about career opportunities for new college graduates.

WEDNESDAY WORKSHOPS

All are held from 12:15-12:45 in TEC 102

- September 24 – Resume Writing
- October 1 – How to Work a Career Fair
- October 22 – Interviewing Success
- October 29 – How to Get Into Graduate School
- November 5 – Cooperative Education vs. Internship
- November 12 – Negotiating Job Offers/Salary
- November 19 – Employer Expectations on the Job & Professionalism



Check It Out!

Have you picked up one of the brand new **Career Services Guides** published by your very own Southern Miss Career Services?

This is a great resource for you containing articles and information on:

- writing resumes
- the hidden job market
- your professional image and etiquette
- job fairs
- full-time and part-time job seeking

Stop by Career Services and various other locations across campus to pick up your free copy.

COLLEGE OF BUSINESS INTERVIEW SCHEDULESLogin to Eagle Employment to view an up-to-date list of schedules – www.usm.edu/cs

To Apply to On-Campus Interviews: Schedules Menu – Qualified & Open Schedule

Employer and Job Title	Application Deadline
Wm. F. Horne & Co., PLLC Tax Intern	September 23
Hancock Bank Management Associate Program	September 24
Federated Insurance Marketing Development Trainee	September 25
Wells Fargo Financial Credit Manager	September 25
Dillard's Department Store Entry –Level Management Positions	September 28
Haddox, Reid, Burkes and Calhoun Spring Intern & Staff Accountant	September 29
Horne LLP Associate and Spring Intern	October 1
McArthur, Thames, Slay & Dews Staff Accountant & Accounting Intern	October 6
Carr, Riggs, & Ingram Staff Accountant & Spring Semester Accounting Intern	October 6
Alexander Van Loon Sloan Levens & Favre, PLLC Accounting Internship	October 6
Holt & Associates Spring Semester Accounting Intern	October 6
Frito-Lay Sales Associate	October 8
Lowe's Companies, Inc. Retail Management Leadership Program Human Resource RML Program Store Loss Prevention & Safety Manager	October 8
Office of the State Auditor Auditing Intern	October 8
Consolidated Electrical Distributors (CED) Management Trainee Wal-Mart Stores, Inc. Management Trainee KONE, Inc. Sales Representatives Target Corporation Executive Team Leader & Store Executive Intern	Visit their booth at the Career Fair to apply
Disney College & Career Start Programs MUST attend an Information Session Wed, Oct 8 at 6 p.m. in CH 101 or Thurs, Oct 9 at 11 a.m. in LAB 205	
Knight Transportation Area & Resource Manager Information Session: Oct 22 at 5:00 p.m. in JGH 104	October 9
Bridgestone/Firestone Retail & Commercial Operations Store Manager Trainee	October 10
Cintas Corporation Management Trainee	October 14
Walgreens Management Trainee & Management Intern Information Session: Oct 22 at 5:00 p.m. in JGH 106	October 20
Abercrombie & Fitch Manager in Training Information Session: Nov 11, time/location TBA	October 29