

SEPTEMBER
2009

Senior Career News

BRYANT UNIVERSITY

QUICK TIPS:

- Attend an orientation
- Polish your resume
- Develop your cover letter
- Be professional!
- Be sure your online profile and voice mail message are appropriate
- Attend an interview workshop
- Participate in *Resumania and Mock Interview Day*
- Research career ideas and employers
- Use Career Center online resources
- Use the Bryant Alumni Career Link
- SEEK FEEDBACK AND ADVICE...WE CAN HELP!

INSIDE:



Senior Week Activities
Workshops
For A&S Majors
Connect with Alumni
Resource Spotlight
More Fall Programs
Internships!

Fall Recruiting Begins!



WELCOME TO SENIOR YEAR!

With the start of fall semester, it's time to begin planning for your senior year job search or further schooling. Given the competitive job market, get started early and take advantage of the many opportunities available to you through the Amica Center for Career Education.

For a successful job search, use multiple strategies, including:

- Prepare a top notch resume and cover letter
- Apply for both on and off campus interviews
- Research and apply directly to employers of interest
- Network with family, friends, and professionals for career advice, job leads and referrals
- Present yourself as a polished, informed candidate
- Be sure your online presence is professional!
- Manage YOUR job search

A great way to begin your search is to participate in the corporate recruiting program at Bryant. Each year, as part of the recruiting program, over 250 organizations offer opportunities to Bryant students through on-campus interviews or job postings for direct application through BCC, the Bryant Career Connection.

To be eligible to participate in Corporate Recruiting, you MUST attend an Orientation Session. Resume deadlines in BCC for some majors begin September 22nd!

To get started, you MUST attend an upcoming orientation to the corporate recruiting program. After attending, your BCC account will be activated to enable you to apply for upcoming opportunities, some with early deadlines!

The Federal Career Fair, held in November, and the annual Career Fair, held in March, provide you with additional opportunities to connect with employers of interest.

Beyond the corporate recruiting program, take advantage of our online job search resources, workshops, career presentations, and alumni networking events—all designed to help you plan an effective job search that meets your career interests and geographic target.

Our upcoming SENIOR CAREER WEEK will feature special events including *Resumania*, *Business Dining Etiquette*, *Mock Interview Day* and more. All events are listed in the Calendar Section of BCC and on our website.

As the Manager of Corporate Recruiting, I look forward to working with you in planning and managing your job search strategies in the coming year.

Best regards,

Kathy Clarkin

Corporate Recruiting Orientation:

JUMPSTART YOUR JOB SEARCH BY ATTENDING ONE OF THESE **MANDATORY** SESSIONS!

Location: Amica Center Presentation Room

Sessions cover what to expect, policies, how to apply for positions through BCC, strategies for success and more. Even if you used BCC for internships, you must attend one orientation in order to activate your BCC account and participate in the corporate recruiting program.

Full time seniors and full time graduate students are eligible to participate.

- | | |
|----------------------|---------------------|
| • Weds 9/9 @ 1:00 | • Thurs 9/17 @ 5:00 |
| • Weds 9/9 @ 6:00 | • Fri 9/18 @ 1:00 |
| • Thurs 9/10 @ 11:30 | • Mon 9/21 @ 5:00 |
| • Thurs 9/10 @ 3:30 | • Tues 9/22 @ 4:00 |
| • Weds 9/16 @ 2:00 | • Weds 9/23 @ 11:00 |
| • Weds 9/16 @ 5:00 | • Mon 9/28 @ 3:00 |

All sessions are one hour and begin promptly as scheduled. You must arrive on time and stay for the ENTIRE program! Late arrivals will be asked to attend another orientation... thank you!

**SENIOR
CAREER
WEEK
SEPT 21-25**

Don't miss out...

GET STARTED NOW!



Online Tools

Resume Reviews

Dining Etiquette

Employer Tips

**Advice from the Class
of 2009**

Mock Interviews

Amica Center Open House for Seniors

Monday, September 21, 11:30 to 1:30 | Amica Center

Stop by the Amica Center for Career Education to meet our staff and learn more about programs to prepare you for the senior year job search or graduate school.

- Tour our resource library, see demos of key resources, ask questions, and enjoy lunch!
- Enter a drawing to WIN gift certificates to: CHILI'S, SUBWAY, STARBUCKS and more

**** SPONSORED BY CVS CORPORATION ****

Resumania...Resume Feedback from Employers!

Monday, September 21, noon to 2:00 | Amica Center

- Get advice from the pros! Meet with a recruiter for a critique of your resume.
- Reviews are available on a first come, first serve basis; sign-in on arrival.
- Resume/cover letter critique service is also available through the Amica Center.

Business Dining Etiquette Dinner

Tuesday, September 22, 5:00 to 7:00 | Papitto

This program is a hit with students! Prepare ahead for your dinner or luncheon interviews. Get great tips on how to handle the formal or business casual meal with grace and style and avoid etiquette blunders that may negatively impact your candidacy. Enjoy a delicious meal while hearing from a professional speaker.

PAPITTO DINING ROOM • SPACE LIMITED • ADVANCE SIGN-UP IS REQUIRED!

REGISTER IN THE AMICA CENTER • FEE: \$20. FOR THE 4-COURSE MEAL & SPEAKER

Get That Job: Employer Secrets for Success

Wednesday, September 23, 3:30 to 4:30 | Amica Center

The director of recruiting for a leading employer will present top strategies for job search success—how to stand out from the crowd, what employers look for, the best job search strategies, networking and more. Topics are applicable to ALL majors and career interests.

- Presented by Shawn Taubman, Director of University Relations, Liberty Mutual.
- Following the program, interested students are invited to a reception with recruiters and alumni from Liberty.

Recent Alums Speak Out: How I Landed My Job

Thursday, September 24, 6:00 to 7:00 | Amica Center

Grads share how they navigated the senior year job search in a challenging market...what worked, what didn't and what they wish they knew! Get great advice from your peers!

Mock Interview Day with Employers

Friday, September 25, 9:00 to 3:00 | Amica Center

This is your opportunity to role play a "real" interview with an employer volunteer and receive helpful feedback on your strengths and areas for improvement. To prepare for your 30 minute mock interview, attend an interview skills workshops (see next page) and/or pick up an Interview Skills Guide in the Career Center. **ADVANCE SIGN-UP IS REQUIRED. Interview Slots are Limited. TO APPLY:**

- **You may apply beginning Sept 8th** (attendance at an orientation is not required for application)
- Log-onto BCC on our website @ www.bryant.edu/career
- Click on Jobs; Enter "Mock Interview" in the keyword search
- Click "Apply" and Submit your resume. You will receive an email with additional instructions regarding interview sign-up and preparation details.
- **NEED ASSISTANCE? CALL 232-6090!**

More Workshops...get ready to succeed!

Review a complete list of all workshops and events on our website or in the calendar section of BCC.

Secrets to Successful Interviewing *1 Hour*

Discover the skills and techniques for mastering the interview.

- Fri, 9/11 @ 2:00
- Mon, 9/14 @ 4:00
- Weds, 9/16 @ 3:30
- Weds, 9/23 @ 6:00
- Tues, 9/29 @ 6:30
- Weds, 10/7 @ 5:30

Interview Skills: International Students *1 Hour*

For international students seeking strategies for interviewing in the U.S.

- Thurs, 9/15 @ 5:00

Your Perfect Resume *30 minutes*

Perfect your resume. Beginners to those with a final draft welcome.

- Fri, 9/11 @ 3:00
- Thurs, 9/17 @ 3:30
- Tues, 9/22 @ 6:30
- Tues, 9/29 @ 4:00
- Thurs, 10/8 @ noon

Your Perfect Cover Letter *1 Hour Lab*

An email or hard copy cover letter typically accompanies your resume.

- Thurs, 10/1 @ 12:30
- Thurs, 10/6 @ 1:00
- Fri, 10/9 @ 10:00 am
- Tues, 10/13 @ 6:00

Applying to Graduate School *1 Hour*

Considering grad school? Learn about the application process!

- Mon, 9/21 @ 4:00

All Workshops are Held in the Amica Center

Get Prepared to Interview!

The interview process can sometimes seem like an overwhelming process. With advance preparation, however, you can make a winning impression!



Depending on the employer and the position, interview questions will vary and range from basic questions such as "Tell me about yourself" or "Why do you want this position?" to behavioral questions such as "Describe a situation where you demonstrated leadership skills or negotiated conflict."

To help you to succeed in your on or off campus interviews, take advantage of skill building opportunities offered by the Amica Center for Career Education:

- Attend a "Secrets to Successful Interviewing" workshop
- Sign-up for a Mock Interview with an employer during Mock Interview Day on Fri, 9/25. Apply through BCC, beginning 9/8—slots are limited!
- Schedule a mock interview with a Career Staff member
- Pick-up a helpful guide on Interview Skills or download the guide from our website under "Career Resources".
- Review interviewing tips, behavioral interview strategies and more at websites such as www.quintcareers.com

Of Special Interest to A&S Majors:

Arts & Sciences Career Conversations Series — every Weds, 9/23 to 11/4 @ 2:00

Arts & Sciences Open House — Fri, 10/2 @ noon to 1:30

Considering a Career in Teaching? — Tues, 10/6 @ 4:00

Marketing Your Arts & Sciences Degree — Weds, 10/14 @ 4:00

Careers In Communications — Weds, Nov 4 @ 5:00

The Government Career Fair — Thurs, Nov 5 @ 2:00 to 5:00

Considering a Career with the Federal Government? — Mon, 11/9 @ 3:30

Careers in Social Networking/Online Media — Weds, Nov 18 @ 6:00

The Amica Center offers opportunities, resources and assistance for **all majors** and **career interests**.
Check our website for details on the above AND additional dates/programs. See us for assistance!

AMICA CENTER FOR CAREER EDUCATION

Monday, Thursday & Friday: 8:30-4:30 / Tuesdays & Wednesdays: 8:30-6:30

232-6090 • www.bryant.edu/career

Connect with Alumni for Career Advice: 3 terrific opportunities!

Bryant Alumni Career Link: online alumni-student career network

Contact alumni in wide variety of career fields and geographic locations to gain career insight and job search advice. Log-on to the Bryant Alumni Career Link from our website and learn how to contact alumni for career advice and tips. The online database is searchable by career field, major, geographic area and more. Log-in info: Verification ID = "networking" (lower case).



The Alumni Shadowing Program: a day on the job during winter break.

Winter Break is an ideal time to spend a day with an alumnus in a career field of interest. Don't miss the opportunity to apply for a hands-on observational experience in a field of interest. Shadowing leads to enhanced career knowledge, contacts and more. Check the event calendar in BCC for information sessions in late October.



Boston and New York City Alumni-Student Career Nights

Attend networking receptions with alumni working in the Boston or New York City areas. Speak with alumni in a variety of career fields and industries and get real world advice about their jobs, organizations, and suggestions on how to break into their industry. The Career Nights will be invaluable for any senior interested in living and working in these major cities. Open to Bryant students from all years and majors. **MARK YOUR CALENDARS!**



Boston — JAN 7, 2010 | New York — JAN 13, 2010

MORE FALL PROGRAMS!

- **Careers in Accounting**
- **Careers in Communication**
- **Negotiating Job Offers**
- **Beyond BCC: How to Manage Your Job Search**
- **The Government Career Fair**
- **Careers in Social Media and Online Networking**

ALL INVITED! DETAILS IN THE EVENTS SECTION OF OUR WEBSITE AND ON BCC... STAY INFORMED!



RESOURCE SPOTLIGHT

Check out these **and other** valuable online career and job search resources — available via our website:

ONE WIRE ... Connect with Jobs in FINANCE... coming soon!

This new resource features competitive opportunities with firms and major employers in the financial services industry, primarily in NYC and Boston. Complete details will soon be available on our website. Get ready to connect through ONE WIRE!

Going Global

An online database with over 30,000 pages of country specific career and employment information. Also features key employers in major US cities!

Vault.com

Cutting edge information on industries, careers, companies, job search topics and more...excellent! Don't miss out... USE this resource!

Career Search.net

Identify organizations in your career field and geographic areas of interest. Whether you are interested in communications, finance, IT, non-profits, or other industries, this resource can help you target potential employers for your outreach. *This tool is very helpful for the off-campus job search!*

Download our complete "Online Career Resources" handout!
www.bryant.edu/career