

CAREERUPDATE



More from **CAREERUPDATE** this week! Get ready to apply for **Work Study**, interview for that **Internship**, beat that **Applicant Tracking System** like a pro, and nail down those **SMART goals** to fly through to graduation and your dream job!

JOBUPDATE



NCSC
On-Campus
Employment!
Federal Work Study!

1. Get app from Financial Aid (Kee 143)
2. Check out jobs in Career Office (Kee 102)
3. Contact supervisor of department
4. ♥ your new job!

2016-2017 On-Campus Work Study Jobs now available!

- ◆ **Student Engagement Floor Assistant**
Contact: Tammy Smith, 419-755-4312
- ◆ **Foundation & Alumni Office Assistant**
Contact: Mary Rodriguez, 419-755-4767
- ◆ **BLIC Library Assistant**
Contact: Laura Applegate, 419-755-4331
- ◆ **Physics Work Study**
Contact: Gary Wood, 419-755-4861
- ◆ **Urban Center Custodial Work Study**
Contact: Rhonda Breit, 419-755-9021
- ◆ **Urban Center Office Assistant**
Contact: Rhonda Breit, 419-755-9021
- ◆ **Child Development Center Student Asst.**
Contact: Melanie Reynolds, 419-755-5600
- ◆ **Rentals & Reservations Office Assistant**
Contact: Leah Wachtel, 419-755-4542
- ◆ **IT Lab Technician and Teaching Asst.**
Contact: Jesse Payne, 419-685-2445
- ◆ **IT Kehoe Lab Technician**
Contact: Vickie Kissel, 419-755-4734
- ◆ **IT Fallerius Technician/Service Desk**
Contact: Vickie Kissel, 419-755-4734
- ◆ **Student Records Office Student Assistant**
Contact: Mark Monnes, 419-755-4824
- ◆ **Liberal Arts Division Student Assistant**
Contact: Kimberly Lybarger, 419-755-4876

[Click here to learn more about Federal Work Study and the Financial Aid Office](#)

INTERNUPDATE

Even if you qualify for the interview, you haven't won the internship. Focus on these key points in an **internship interview**:

1. **Emphasize your skills and knowledge** gained so far
2. Highlight **experience you DO have and value it brings** to the internship/company
3. **Research company and internship role** beforehand; never wing it!
4. Pair **professional** appearance and behavior with ability and enthusiasm; and **don't be late!**
5. Commit to the hours and days, and keep that **commitment**

***Treat your internship interview with the same respect you would a job interview. This experience is short-term, but who knows where it might lead, maybe to a full-time job one day. The impressions you leave here are not short-term.*

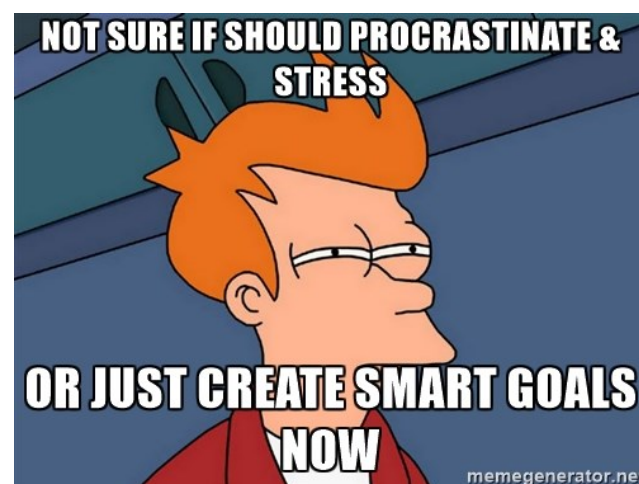
What is an

Applicant Tracking System??

When you apply for jobs through an online job board, LinkedIn, or a company website, it's likely an **Applicant Tracking System (ATS)** will read your resume before a human ever sees it. ATSs **filter and rank** resumes based on **keyword matches** between your resume and the job description (job title, job responsibilities, other keywords and terms relevant to job and industry).

It's crucial that you tailor your resume and use keywords to **customize your resume** and cover letters based on job descriptions, **so you will not be filtered out of the candidate pool.**

[Click here to find ATS resume-writing resources from www.workitdaily.com](#)



Writing **goals** down makes them **REAL**, keeps you **FOCUSED** on what's needed to **ACHIEVE** them, and helps you not get overwhelmed.

- S** Specific: What EXACTLY do you want to achieve?
- M** Measurable: How will you know when you've achieved it?
- A** Attainable: Is it something that you have control over?
- R** Relevant: Is it applicable to the place you are in your life right now?
- T** Time-bound: What is your deadline?

Tips for writing your goals and action planning:

- ⇒ Short sentences, simple language
- ⇒ Use specific dates and targeted timelines
- ⇒ Have challenging but realistic activities/goals
- ⇒ Keep goals in a highly visible place (fridge, bulletin board, bathroom mirror, etc.), so you can look at them every day!
- ⇒ Use positive language when writing your goals!