



**JOBS, JOBS, JOBS!!!**

**BUSINESS & INDUSTRY JOB FAIR**

*Network with area employers!  
Thursday, April 1, 2010  
Time: 6:00pm-8:00pm  
Where: IU Southeast Hoosier Room, University Center  
Free and open to the public  
Bring extra copies of your resume  
Dress professionally (This is your first impression!)*

[Click here for a list of companies...](#)

[Tips on how to work a job fair!](#)

**NEED HELP DECIDING YOUR MAJOR?**

Check out our [CAREER CHOICES & COMPETENCIES CLASS](#) -- a 3.0 credit course especially designed for students trying to decide their majors. We'll help you understand how your skills, interests, personality and values will guide you toward a major and career that's right for you! This course counts as a general elective.

**FALL 2010 COURSE SCHEDULE**  
MW 11:00 - 12:15pm  
MW 1:15 - 2:30pm  
TR 11:00 - 12:15pm  
TR 4:10 - 5:50pm (FYS section)

Individual Career Counseling available by appointment: Call the Career Services office, 812-941-2275, to arrange an individual appointment or e-mail [Jo Hatfield](#)

**NOTES FROM THE INTERNSHIP COORDINATOR, ROSIE SHANNON...**

Welcome back! Hope everyone enjoyed the spring break holiday. Just a reminder to check your internship check-sheet for due dates for midterm and final evaluation forms.

Many of you will wrap up your spring internships in April and some of you will continue to search for summer internships. There are some great opportunities out there for the summer, so remember to update your resume and start applying now for the summer positions.

**Attention current interns!!** Don't forget about the Internship Appreciation Luncheon on April 21st from 12:00-1:30 in the Hoosier Room. All intern students, employer supervisors, and faculty sponsors are welcome to attend the luncheon to help celebrate another successful year. Please RSVP to the Career Services Office at 941-2275 to reserve your spot!

**INTERNSHIP CORNER: BY ERIN FUQUAY, CAREER SERVICES INTERN**

**Tips for an Effective Job Search...**

It's the season...the season of job hunting that is. With May fast approaching, many seniors are starting to feel the pressure of the job search process and sending résumés. But do we really know how to effectively and efficiently search? I recently reviewed an article posted on [Newgradlife.com](#) and found some great tips to make your job hunt effective and efficient. It's all about quality, not quantity. Here are the five tips they recommend...

1. After you have found a job posting that seems "interesting", don't just hit the apply button and send a generic résumé. Save the posting and print it out.
2. Review the position and keep your eye out for key words that you will want to list on your résumé. Target your résumé for that position, so make sure the résumé says that you want THAT position, not just A position.
3. Research, Research, Research. Make sure you have done your research on the company and know their mission and core values. Also keep updated on their business ventures and any articles that have been printed about any accomplishments.
4. Visit the company Web site's "About Us Page". This will help you learn about their background, size, and management team.
5. Visit the site's "Career Opportunities" page and make sure the position you have found is still posted. Then apply with your targeted cover letter and résumé.

**INTERNTOEARN.COM**

Don't forget to check out the new

## **VOLUNTEER FAIR ON 3/11/2010...**

Thanks to all the students and community agencies for participating in the recent Volunteer and Internship Fair at IU Southeast on March 11th. Over 30 non-profit agencies were on campus to recruit student volunteers and interns. Volunteerism is a great way to gain professional experience in your chosen career field. Thanks to the many students who came out to speak with these local representatives.



## **JOIN US ON FACEBOOK, TWITTER, AND LINKEDIN**

Check out upcoming events, post a success story or comment, connect with other students, meet the staff, view our albums, etc. Let us know what you think.



Web site recently launched by Greater Louisville Inc. to search for local internships. Check out [www.InternToEarn.com](http://www.InternToEarn.com) for your summer and fall internships. If you have any questions about the positions, please contact [Rosie Shannon](mailto:Rosie.Shannon@glinc.com). As always, if you are offered an internship, please contact the Career Services Office at 941-2275 to process the internship on your transcript.

## **NICHE JOB BOARDS ARE HELPFUL TO FIND INTERNSHIPS...**

Anyone that has searched for a career opportunity via the Internet over the last two years knows how difficult the process can be. Millions of job seekers have posted resumes on large job boards and have had little or no responses. Although the Internet is a great place to start a job search, applying on the right job board is the key. To reduce the amount of overwhelming responses, employers are trending towards niche job boards.

## **WHAT IS A NICHE JOB BOARD?**

A niche job board is a micro-job board that is marketed to individuals with a specific skill set. Niche job boards like [www.healthcarejobs1to1.com](http://www.healthcarejobs1to1.com), [www.accountingjobs1to1.com](http://www.accountingjobs1to1.com), [www.salesjobs1to1.com](http://www.salesjobs1to1.com), [www.hightechjobs.com](http://www.hightechjobs.com), [www.hourlyjobs.com](http://www.hourlyjobs.com), help employers and job seekers connect in a more intimate setting. Employers are trending towards niche job boards because they produce higher quality applicants with less volume. An employer would prefer to choose from twenty quality resumes to find the right candidate rather than thousands of non-qualified individuals. If you are seriously looking for a career opportunity, niche sites provide the best chance of success.