



CAREER SERVICES NEWSLETTER

October 2009

HOT TOPICS

If an employer arranges to meet you for a meal, what is your etiquette dining I.Q.? Is your resume ready? Have you prepped for the interview? Keep reading to find resources and events that will assist you with all of these candidate 'must-haves'. This edition even includes a few of our recently posted jobs and internships for you to review. Let us be your CareerLink - IUS Career Services...Success...Plan for it!

NOVEMBER ETIQUETTE DINNER

Career Services will be hosting a Professional & Dining Etiquette Dinner Wednesday, November 4th from 5:30-7:30p.m. in the Hoosier Room. This is a wonderful opportunity to polish your dining skills and give yourself an edge in any situation— and in today's job market, this is very important. The event is open to both students and alumni. The cost of the event is \$10.00 and seating is limited. Participants must pre-register in advance in the Career Services Office at UC106 or by calling 812.941.2275. Cash, check, and credit card are accepted. Your payment will reserve your spot and pay for your dinner. The reservation deadline is Thursday, October 24. Don't underestimate the importance of this event, book your spot today!

NEED HELP WITH YOUR RESUME?

Let us take a peek...don't miss Café Resume!

HR professionals will be available to review your resume University Grounds Coffee Shop October 28 & 29
11am-1pm or 2pm-4pm
No appointment necessary.
For more information call (812)941-2275

INTERN SPOTLIGHT

We recently sat down with Senior Keith Pierce, a Communication major and Theatre minor who began interning at Louisville Metro TV in May, and continues to volunteer there now.

Q: What got you interested in the internship experience?

A: I became interested because I wanted to work in production, and in our area there aren't any campuses which offer a Telecommunication degree in video production. So, I knew that I had to have an internship in order to gain the experience I needed. I knew that in order to get a good job I would have to get my foot in the door and gain real life experience.

Q: What is your title and what type of tasks are you able to perform?

A: I get to do voice-overs, run cameras during shoots, and do all of the video editing using Final Cut Pro. I've also had the opportunity to work on-camera. I basically get to work on a story from start to finish. If we have an ideal we can get it approved and work on it from beginning to end: writing the story, shooting the story, editing the story, and finally airing the story. I have also had the opportunity to run live events, such as budget hearings, where I was actually in the studio during the live airing, switching cameras and zooming in and out.

Q: What has been the biggest benefit of your internship?

A: The biggest benefit has been actually getting experience. I'm not filing papers or getting coffee- they are actually teaching me how to use cameras, how to do interviews, and learning the whole process of writing, creating, and producing a story.

Q: What advice do you have for students who have not participated in the internship program, or who may be considering an internship?

A: Do it. If you find the right internship, you can gain valuable experience in the real world. The right internship will teach you everything you need to know and then put you out there with the experience you need to succeed. The opportunity can also allow you to learn whether or not something is right for you. In the end, the internship can only help you because when you look for a job, employers want world experience, they don't want to hire people who've never done the work. So, I recommend that students get an internship to gain experience in their field.

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!

SPRING 2010 COURSE SCHEDULE

MW 11:00 - 12:15pm
MW 1:15 - 2:30pm
M 6:00 - 8:30pm

Individual Career Counseling available by appointment: Call the Career Services office, 812-941-2275, to arrange an individual appointment.
Email: mjhatfie@ius.edu

HAVE YOU EVER...Felt overwhelmed in an interview? Wondered why are they asking me that? Career Services has 2 ways to help...

1. Check out the "PERFECT INTERVIEW" from your CareerLink account. Go to www.ius.edu/CareerServices > Login to CareerLink > Additional Resources > Perfect Interview > Create an account
2. Meet with a Career Counselor for a one-on-one "mock" interview

JUICY JOBS

Create a 'Job Agent' in CareerLink and be the first to know about newly posted part-time, professional, internship & work-study jobs.

Here's a sample of recently posted positions:

#15434 Child Care Worker
#9833 Customer Service Rep (part-time)
#15514 Bookkeeper
#15522 DEGREE REQUIRED: Business Consultant
#15524 DEGREE REQUIRED: Foster Care Consultant
#15488 INTERN: Internet Marketing Intern
#15493 INTERN: Internal Audit

For more information or help creating a Job Agent, contact Kelly Lorch, kjlorch@ius.edu or (812) 941-2389

UPCOMING EVENTS

Graduate Program Applications and Exam Prep – Thursday, October 29, 12:15-1:15 pm – UC122 - Contact Kathy Meyer, katmeyer@ius.edu, 812-941-2366, for more information.

Etiquette Dinner – Wednesday, November 4, 5:30-7:30 pm - Learn business etiquette skills for dining and interviewing. The cost is \$10 and seating is limited. For more info or to RSVP call 812-941-2275.

Journalism Job Fair – Saturday, January 30, 2010, 9:00 am – 5:00 pm at Ball State University, Muncie, IN

Check out the Career Services website for more information regarding these events or to keep up-to-date on news and upcoming events