

## CAREER & EMPLOYMENT SERVICES

### DID YOU KNOW CES CAN HELP WITH . . .

- **Reviewing your resume.** Want to understand what employers look for on resumes? Visit CES to learn how you can better market yourself, your skills and qualifications through your resume.
- **Job search.** We are here to discuss ways to network or brainstorm how to identify someone who knows someone. We can also show you how to utilize your 'My CES Account,' alternative websites, find company contacts, etc.
- **Locate employers.** Interested in opportunities in Kansas or elsewhere? Know a company you want to work for and would like to know if there are similar companies out there? CES can review how to locate employers by industry or geographic location.
- **Interview preparation.** We have staff who will conduct a practice interview to help you work out the kinks before it really counts. We can walk you through what to expect during an interview, give you popular questions, or discuss information employers seek during an interview.
- **Other.** Need help evaluating job offers, considering different industries that may have jobs, or need some new ideas? Want a listening ear and some encouragement? CES can help!



Stop by **Holtz Hall** or call

**532-6508** to schedule an advising appointment or email Laura at [lneeds@ksu.edu](mailto:lneeds@ksu.edu)

# College of Business

VOLUME 1, ISSUE 3

DECEMBER 2009

## 2010 Resolution: Get a Job?

If a 2010 New Year's resolution is to get a job or internship, **CES is here to help!**

Don't waste your time on CareerBuilder or Monster as your resume is buried in the pile of applicants. Check out these resources to get your search started:

- **'My CES Account'**- These are companies wanting to hire K-State students. Over 400 jobs currently posted for Business majors.
- **Network**- The best way to hear about a job is from someone who thought of



YOU. Consider parents, friends, relatives, K-State faculty, neighbors, etc. who could get

you a lead, contact name or help for your job search. etc. See article below to learn ways to network during the holidays.

- **INDEED.com**- This search engine for jobs pulls from company or job sites on web.
- **Going Global**- Great resource for options in larger metropolitan areas and/or internationally.
- **USAJobs.com**- The government is hiring. The majority of

government jobs or internships posted on this site.

- **Informational Interview**- Arrange a meeting with a relative, friend or acquaintance to learn more about their job and/or employer. Visit company to get an inside look. Keep ears open, you might learn something to use in a future interview.
- **LinkedIn**- Online networking site. Look on the main page and individual groups related to industry, K-State alumni, etc. for job listings. As a **professional** networking site, it uses a different etiquette than Facebook.
- **CES Advisor**- Review these and other job search tips. **Call CES at 532-6508!**

## Holidays & Networking

Ever feel awkward hanging out with people you don't know during the holidays? These can be great opportunities to meet someone who might be useful during your job search.

Reports estimate 80% of jobs are filled by:

1. Employee referral
2. Trusted professional referral
3. Informal interaction with the candidate.

**Networking** is a systematic plan to get the names of 2-3 contacts from each of your immediate contacts that you could follow-up with. The idea is you would make contact with people who would alert you to job openings or even rumors of a position. These individuals might also

serve as a referral if you apply for a job with his/her company.

Here's how a person you meet at a holiday party might help your job search:

1. Prepare a 30-60 second spiel (Elevator Speech) of who you are as an applicant, types of job(s) or industries you are interested in. Be as specific as possible.
2. To get over the initial awkwardness, ask how he/she got to where they are in their career. People love to talk about themselves.
3. Start by talking to people you **know**. At the party, ask for their contact info to follow-



up **at another time** to discuss networking strategies or contacts they might know.

4. Follow-up on leads and potentially schedule informational interviews. These can be a

great way to learn about industries, types of jobs, tasks, work environment, etc.

5. Try get 2-3 contacts for each new connection. This may lead to information about other companies who are hiring, growing industries, etc.

Remember, **Who do you know who knows someone . . .**