In this issue:

Trends... “Top Jobs for 2007-2008 Grads” 1

Career Guidance... “Our Favorite Career Links” 1

Employment/Job Search... “You’re Graduating With a Finance Degree?” 2

Other News...“Your Career: Cleaning Up Your Digital Dirt” 2

Resume Tip of the Month...“Five Reasons Why a Freshman Can (and should) Have a Resume” 3

Interview Tip of the Month...“How Do You Respond to an Illegal Interview Question?” 3

---

Top Jobs for 2007-2008 Grads

*(Ranking is based on number of job offers to bachelor’s degree candidates)*

<table>
<thead>
<tr>
<th>Job function</th>
<th>Average Salary Offer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project engineering</td>
<td>$56,152</td>
</tr>
<tr>
<td>Consulting</td>
<td>55,452</td>
</tr>
<tr>
<td>Design/ construction engineering</td>
<td>54,499</td>
</tr>
<tr>
<td>Financial/Treasury analysis</td>
<td>50,977</td>
</tr>
<tr>
<td>Registered nurse</td>
<td>50,083</td>
</tr>
<tr>
<td>Accounting</td>
<td>47,300</td>
</tr>
<tr>
<td>Management Trainee</td>
<td>41,807</td>
</tr>
<tr>
<td>Sales</td>
<td>41,179</td>
</tr>
<tr>
<td>Teaching</td>
<td>36,755</td>
</tr>
</tbody>
</table>

Source: National Association of Colleges and Employers Fall ’08 Graduate Survey

Our Favorite Career Links

These links can be found at [www.parkland.edu/careercenter](http://www.parkland.edu/careercenter). (Just look in the “What’s New?” box)

Career Assessment

- http://career.missouri.edu/students/explore/thecareerinterestsgame.php (interests)
- http://ilcis.intocareers.org/onet_work/onetwork_intro.aspx (values)
- http://resources.monster.com/tools/quizzes/perfectcareer/ (personality)

What can I do with a major in...

- http://www.wcc.cc.il.us/counseling/default.html
- http://www.niu.edu/careerservices/weblinks/index.html
- http://www.careeronestop.org
- http://www.blackcollegian.com

Occupational Information

- http://www.careeronestop.org
- http://www.blackcollegian.com

“Feel I am on the right track toward figuring out career choices.”

- Parkland Student

---

Not many of us have found our dream job: Only 16% of workers surveyed by CareerBuilder.com reported they were working in their dream job.
Despite the immense downturn in the markets, interest in the financial industry among college students remains strong. Unfortunately, finance grads will have to think more broadly as job opportunities may be very slim for 2009 seniors. Employers plan to hire just 1.3% more graduates in 2009 than they hired this year, according to a survey by the National Association of Colleges and Employers. That’s the weakest outlook in six years and reflects a sharp recent downturn. Just two months ago, a survey by the same group projected a 6.1% increase in hiring.

Don Kjelleren, Director of Finance and Career Services at Middlebury College offers these tips:

- Network incessantly—use family, friends, faculty, alumni
- Start early—internships, site visits, employer info. sessions, etc.
- Go for informational interviews—there’s less at stake and it’s great practice
- Evaluate your motives—consider marketing, advertising, public relations, and others
- Don’t wait for the postings
- Research the position and firm and practice for your interviews

You’re Graduating With a Finance Degree?

In 2007, Wal-Mart led all American employers by hiring 100,000 new workers. Next was IBM, with 31,000 and Starbucks with 26,000. (Forbes)

Your Career: Cleaning Up Your Digital Dirt

What happens on the Internet tends to stay on the Internet. Merry Miller, an entertainment reporter, found that out the hard way. She did an interview last year with Holly Hunter on an ABC news show, and she made so many fumbles and gaffes that it ended up on YouTube titled “TV Disaster.”

There’s nothing worse than having unflattering information about you posted on the Web. Unfortunately, you can’t just sit back and hope it goes away. With hiring managers today checking out prospective employees on the Web, job seekers need to manage their online reputations— or their resumes could end up in the “do-not-call” pile. Kristen Dixon, author of “Career Distinction” calls this type of negative stuff “digital dirt.”

“We’ve had clients who had digital dirt about them on major news sites, but you can’t just ask to take it down. You have to find ways to sweep the dirt under the rug,” she maintains. The first thing you need to do is Google yourself.

Many of us may want to find ways to erase the negative information about us on the Web, but that may not be the best strategy. David Gammel, a corporate tech consultant says, “The counterintuitive response is the best: Post even more content about yourself online. Once the less savory items are pushed off your first page, you’ll be fine with most people.”

As for burying the negative information, you can politely ask a site owner to remove an item about you, and sometimes that works. Another tactic is to do a traditional public relations blitz, even embracing the dirt. “Life isn’t easy, but you don’t have to go down with the bad stuff.”

You can also hire a firm that specializes in vacuuming up the digital dirt. ReputationDefender is an online reputation management company, but charges between $100 to $500 for its services, which include publishing so much accurate and positive information about an individual that the bad stuff gets pushed off the first page on Google.
Resume Tip of the Month...

Five Reasons Why a Freshman Can (and should) Have a Resume

I’m only a freshman. I don’t need a resume, and wouldn’t have anything to list on it anyway. Right? Wrong. Contrary to popular belief, a resume isn’t just a summary of past experience, but rather a work in progress, listing your goals and accomplishments as they develop.

Below are five reasons why there’s no better time than your first year on campus to begin writing this document:
1. You might be applying for an internship or part-time job
2. You might be applying for a volunteer position
3. That perfect job might come along and it requires a resume
4. It will be easier and less stressful at graduation. Summarizing four years of experience in retrospect is much more difficult than editing the paper as you go
5. Writing a resume prepares you for job interviews!

So where should I start? Use a blank Word document. Categories commonly found on freshman resumes include:
- **Contact information**—name, address, email
- **Education/ Relevant coursework**—start with the most recent degree you’re working on. List a GPA of 3.0 or higher
- **Skills**—List any skills that set you apart from other candidates such as computer knowledge, customer service, creativity, leadership, organizational skills, etc. Be able to give examples!
- **Employment**—List your current or most recent job first and work your way back
- **Activities**—What activities are you involved in? What clubs or organizations did you participate in high school?
- **Volunteer Work**—Did you volunteer in charitable events? Community outreach is highly favored in the world of work.

For more resume tips go to [http://www.parkland.edu/careercenter/documents/ResumeGuide.08.pdf](http://www.parkland.edu/careercenter/documents/ResumeGuide.08.pdf)

Interview Tip of the Month...

How Do You Respond to an Illegal Interview Question?

Various laws regulate the questions a prospective employer can ask you. Whether on the job application or in the interview, an employer’s questions must be related to the job you’re seeking. An interviewer should not ask questions re: age, religion, political affiliation, national origin, marital status, disabilities or arrest record. If asked an illegal question, you have three options:

1. You can answer the question—you’re free to do so, if you wish.
2. You can refuse to answer the question, which is well within your rights. Unfortunately, depending on how you phrase your refusal, you run the risk of coming off as uncooperative or confrontational—hardly words an employer would use to describe the “ideal” candidate.
3. You can examine the question for its intent and respond with an answer as it might apply to the job. For example, if asked “Are you a U.S. citizen?” or “What country are you from?” you could respond with “I am authorized to work in the United States.” Similarly, let’s say the interviewer asks, “Who is going to take care of your children when you have to travel for the job?” You might answer, “I can meet the travel schedule that this job requires.”