A Note From the Director...

How many of your students (sisters, brothers, daughters, sons, husbands, wives, etc...) are frustrated with not knowing what they “want to be”? Have them take a look at our new online career planning guide. In three steps, they can begin to feel more confident and focused about their education or career plans. Go to www.parkland.edu/careercenter and click on “Three Steps to Choosing your College Major and Career” in the “What’s New?” box. As always, I welcome your comments and suggestions!

Sandy

Bachelors’ Degrees Most in Demand

According to the National Association of Colleges & Employers’ annual survey of college recruiters, employers plan to hire 16 percent more new college graduates in 2007-08 than they did in 2006-07. Employers plan to target business, engineering, and computer-related degrees.

Top 10 Bachelor degrees in demand:
- Accounting
- Mechanical Engineering
- Computer Science
- Business
- Administration/Management
- Economics/Finance (incl. banking)
- Information Sciences & Systems
- Marketing/Marketing Management
- Computer Engineering
- Management Information Systems/Business Data Processing

Careers in Health Education

A recent article in Occupational Outlook Quarterly offers an in-depth look at the field of health education for those interested in the healthcare field outside of the clinical setting. It covers what health educators do, where they’re employed, how much they earn, what their job prospects are, and what training they need. The article is available at: www.bls.gov/opub/ooq/2007/summer/art03.pdf.

50 Jobs in Horticulture

The American Society for Horticultural Science devotes a portion of its web site to describing dozens of occupational possibilities in the field.

“Careers in Horticulture” features profiles of some 50 horticulturists working in a variety of settings - ranging from education and research to landscape design, public service, and sales and marketing.

**Tips for Filling Out a Job Application**

A great resume may not be enough to counteract the effects of a poor application. Keep the following tips in mind when completing your job application:

1. Request a spare copy when picking up an application (in case you make a mistake).
2. Read the entire application and directions before you begin.
3. Be truthful and don’t exaggerate.
4. Be sure you ask permission from your references before listing them.
5. Answer every question—fill in items that do not apply to you with “n/a”; answer questions re: disabilities, termination of employment, criminal records, etc. with “please see me” or “will discuss”.
6. When asked salary or wage expectations, write “open” or “negotiable”.
7. Pay attention to spelling and grammar.
8. Remember to proofread and sign and date the application!

**Resume Tip of the Month...**

An “Additional Activities” section at the end of your resume is an opportunity to list any extracurricular activities or additional experience. Include participation in clubs, associations, community and volunteer organizations, student government, PTA, community work, coaching, etc. (be careful when listing religious and political activities—you don’t know who will be reading your resume!).

**Interview Tip of the Month...**

First Impressions are Important!

Whenever we meet someone new we size them up, and sometimes in a few minutes we decide whether or not we like them. Hiring managers also ‘size people up’, and the first impression is extremely important. A few reminders:

1. **Dress one level higher than the job you’re going for**—it’s better to overdress than to underdress. If you’re not sure, call and ask how you should dress for the interview.
2. **Dress on the conservative side**—no wild nail polish, jewelry that jangles, bare legs, short skirts or trendy handbags. Go easy with make-up, cover your tattoos and no tongue piercings! Never confuse an interview with a social event.
3. **You don’t have to buy a new suit for the interview, but iron your clothes, check for loose threads (or tears) and polish your shoes.**
4. Cologne or perfume should be used sparingly, if at all.
5. If you smoke, **smoke on the way home**, when the interview is over.

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