Career News

From the Parkland College Career Center, serving more than 15,000 students, employers, and District 505 residents each year.

217.351.2536 • www.parkland.edu/careercenter

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The Parkland College annual Job Fair will be on Thursday, April 8th, 2010 from 2-6pm in the Parkland Gym.

For a list of the registered employers, please visit the Career Center website at: http://www2.parkland.edu/careercenter/fulltimejobfair.htm

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Tips for Job Fair Success

Before the Job Fair
1. Prepare and update your resume.
2. Visit the Job Fair website to view the registered companies. Decide which ones you are interested in and view their websites.
3. Know what type of position you are seeking. Employers respond well if you appear confident and focused on a specific career goal.
4. Practice a 15-second ‘sales pitch’. Include your name, skills, education, and experience.
5. Prepare a few questions to ask the employers.

At the Job Fair
1. Dress professionally. Go easy with make-up, jewelry, and cologne. Iron your clothes, cover your tattoos, and if you smoke, wait until after you attend the job fair.
2. Bring a folder with copies of your resume, a notepad, and a pen.
3. Be courteous and respectful of other candidates when approaching an employer.
4. Take advantage of this networking opportunity. Gather information about the company, current and future positions, and how they prefer you apply.
5. Before leaving the table, ask for his/her business card. Thank the recruiter, smile, and offer your handshake.

After the Job Fair
1. Follow up on all leads. Send thank-you notes to recruiters with whom you spoke and reiterate your interest in working for their company. If you forgot to mention a selling point during the interview, now is your chance to mention it.
2. Think of the job fair as your first contact with employers, not your last!

Update your resume for the Job Fair!

For assistance: Please visit the Career Center (A175) or call 217.351.2536.
Suggested Questions to Ask Employers

- I would like to know what types of positions (or internships) you have open now (or will have)
- What kinds of qualifications are you looking for?
- Do you have a preferred method for applying?
- Should I address my letter to someone in particular?

*The job fair is not the time to ask questions regarding salary and benefits! Save these questions for a more appropriate time, usually during the second interview.*

Resume Tip of the Month...

First Impression

Your resume is your chance to make a great first impression on a prospective employer. Make sure it is perfect before you release it. Any mistakes on your resume will cause the person reading it to think one of two things: you don't know you have mistakes on your resume or you don't care. Neither of those will help you impress an employer and secure a job.

Interview Tip of the Month...

Be Nice

When interviewing off-campus, be nice to everyone you meet at the company. Everyone you talk to will have an opportunity to offer an opinion about your attitude and character. Source: NIU Job Hunter’s Guide