



Career Connection

A Quarterly Newsletter provided by the Office of Career Placement Services

Spring 2004

Volume 1, Issue 1

Our Programs:

- Placement Program – for graduating seniors and alumni
- Cooperative Education Program – for those students wanting hands-on experience in their respective majors
- Student Employment Program – for currently enrolled students looking for part-time, full-time, non-degreed opportunities.

Upcoming Career Fairs in April:

Teachers Job Expo	1
Student Employment Job Fair	13
Health Sciences & Human Services Career Day	21

Career Placement Services

Student Services
Building, Room 147
956/381-2243
career_place@panam.edu



31st annual Career Day is Approaching

Think you can find a job just by posting your resume on the Internet? Think again: Face-to-face interaction is still king. And there's no better way to see lots of faces from different companies than at the 31st Annual Career Day on Tuesday, March 2nd from 9 a.m. – 3 p.m. in the University Fieldhouse. For graduate students there will also be a Graduate Career Night on Monday, March 1 from 6 p.m. – 8 p.m. in the University Ballroom.

The Perks

"Students can get in contact with and talk to many people from their field, give out resumes and practice interview skills," said Ene delia P. Kidd, director of Career Placement Services. Brief informational interviews—where YOU interview the recruiter—can

help you learn more about what you want to do.

If the thought of meeting a room full of eager recruiters terrifies you, relax. You'll never have an easier time during your job hunt.

"Students feel like [a job fair] has all the pressure of an interview, but it's probably one of the least stressful job searching activities you can do," Kidd says. For the most part, recruiters are nice people who want to talk to you and have good people come into their organizations.

Some of the companies attending Career Day include: Aramark; Central Intelligence Agency; City of McAllen; Dallas P.D.; Donna I.S.D.; Enterprise Rent-A-Car; Ford Motor Co.; H.E.B. Grocery Co.; Harlingen C.I.S.D.; IBM; Internal Revenue

Service; Lockheed Martin; Luby's Cafeteria Inc.; MCH Services; Mervyn's; Raytheon; Shaw Industries; Target Stores; Texas Comm. on Environmental Quality; Texas Department of Public Safety; Texas Parks & Wildlife; U.S. Air Force; U.S. Alcohol, Tobacco, Firearms and Explosives; U.S. Border Patrol; U.S. General Accounting Office; U.S. Marshals Service; UTPA Graduate Studies Office; UTPA Police Dept.; Valley Coca-Cola Bottling Co.; Wal-Mart Stores, Inc.; Walgreen's; Xerox and many more.

For a complete listing of companies visit <http://careerservices.panam.edu>.

Let Career Placement Help You

The Office of Career Placement Services at UTPA can be a valuable—and sometimes fun—place to visit. So what can a visit to our office do for you? How can we help you? We can help in more ways than you may realize. The following are just some of the services our office offers.

Career Fair Information

Career Placement sponsors eight career fairs a year. Staff members can also point you to other job fairs taking place in the area.

Career Information Center

The CIC keeps plenty of information about employers handy for students to check. This can include company brochures,

annual reports, news articles and listings in guides.

Computer Access

Are you having trouble accessing job-search sites on the Internet? Stop by our office and conduct your job search here.

Employer Information Sessions

We sponsor sessions in which students can meet representatives of one or more companies and learn what they have to offer.

Job, Co-op, and Internship Listings

You don't have to confine your job search to newspaper classified ads and online search engines. Our office keeps updated lists of entry-

level jobs, co-ops, and internships, either on paper or online.

Recruiting

Recruiters from a variety of companies, agencies, and even the federal government often spend a day or several days on campus interviewing students.

Resume and Cover Letter Advice and Critiques

Are you wondering whether you've prepared your resume correctly, or have you put off preparing one at all? A meeting with a career adviser can help you learn the basics, from what information to include to what typeface to use.

Workshops for Spring 2004

Workshops are offered each semester and focus on job interviewing, resume writing, career fair preparation, dressing for job interviewing, dining etiquette and job search issues.

Unless otherwise mentioned all workshops take place in the Student Services Building, Room 153.

Thursday, February 26

Professionalism in the Workplace
Presented by: Dr. David Sturges, Chair, Marketing, Management and International Business Department

Monday, March 1

Federal Employment Panel Discussion, University Ballroom, Noon to 1:30 p.m.

Wednesday, March 3

The Recruit
Presented by: CIA, Student Union Theater, Noon – 1 p.m. Pizza will be provided.

Thursday, March 25

Salary Negotiation Tips
Presented by: Alsbury & Associates

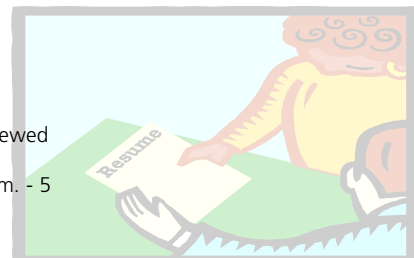
Thursday, April 15

Dining Etiquette (*must sign up*)

University Ballroom, Noon to 1:30
Co-Sponsored by Career Placement Services and UTPA Student Union

Tuesday, April 27

Resume Review Day
Students may bring in their resumes and have them reviewed by Career Placement staff members anytime from 8 a.m. - 5 p.m.



On Campus Recruitment Activities

The following is a list of companies and the dates they are scheduled to interview on campus during the Spring semester.

This list is subject to change daily. Please check with Career Placement on a regular basis for up-to-date information.

March

1

U.S. Census Bureau Information Session, 4 to 5 p.m., Student Services Building, Rm. 153

Shaw Industries Information Session, 6 to 7:30 p.m., Student Services Building, Rm. 153

Ford Motor Co. Information Session, 4:30 to 5:30 p.m., Visitors Center Theater

XEROX Interviews

2

H.E.B. Information Session, 4 to 5 p.m., Student Services Building, Rm. 153

Raytheon Information Session, 5 to 7 p.m., Engineering Building Auditorium, Rm. 3.249

3

H.E.B. Interviews

Lockheed Martin Interviews

U.S. Census Bureau Interviews

XEROX Interviews

Wal-Mart Stores Interviews

Enterprise Rent-A-Car Interviews

Raytheon Interviews

Shaw Industries Interviews

15

Wal-Mart Information Systems

Information Session; 6 to 7 p.m.; Student Services Building, Rm. 153

16

Wal-Mart Information Systems Interviews

Luby's Inc. Interviews

17

Target Interviews

Mervyn's Interviews

Walgreen's Company Information Session; 6 - 7 p.m.; Student Services Building, Rm. 153

Cisco Systems Information Session; 4:30 - 5:45 p.m.; Engineering Building Auditorium, Room 1.300

L-3 Communication Corp. Information Session; 6 - 7:30 p.m.; Engineering Building

Auditorium, Room 1.300

18

Walgreen's Interviews

24

Target Interviews

Mervyn's Interviews

25

Sherwin Williams Interviews

April

1

Enterprise Rent-A-Car Interviews

7

Enterprise Rent-A-Car Interviews

13

Aaron's Sales & Lease Interviews

Federal Workers in Demand!!!

The U.S. Government is currently seeking American citizens to join the federal workforce. Nearly 900,000 federal government employees may soon be eligible to retire in the next five years.

This spells OPPORTUNITY for you!

As you begin to think about where you want to go upon graduation, think about these interesting points when considering the federal government:

- Nation's largest employer
- There's a job for every interest
- The Federal Government can help pay for school
- There are federal jobs around the country... and around the world
- The federal government values diversity
- Federal jobs may pay better

than you think

- The federal government is a CAREER BUILDER

Career Placement Services will be hosting a **Federal Employment Panel Discussion on Monday, March 1 from 12 pm to 1:30 pm in the University Ballroom.**

Several federal agencies have committed to present. For more information contact our office at

956/381-2243. The career opportunities available with the federal government are endless.

To learn more about becoming a federal worker visit:
www.usajobs.opm.gov or
www.calltoserve.org.

Banquet to honor Interns/Co-ops

Students, corporate recruiters and staff at The University of Texas-Pan American will be honored for their support and participation in internship and cooperative education programs during the 2002-2003 academic year at the 5th Annual Partners in Excellence Banquet to be held on March 3.

The keynote speaker will be Eugenio Diaz, U.S. Assistant Chief Deputy Marshal of the U.S. Marshals Service.

Among the honorees, Alps Automotive, Inc. will receive the Employer of the Year Award for outstanding recruitment efforts of UTPA students in both internship and cooperative education placement. Several executives from Alps Automotive are expected to be in attendance to accept the award.

Gabriela Barajas and Gerardo Ramos will be receiving the Student of the Year Award for participating in multiple internships and serving as role models to fellow students. Dr. Linda Matthews, Associate

Professor with the College of Business Administration will be honored with the Faculty of the Year Award for encouraging and supporting student internship and cooperative education participation.

The Cooperative Education Program at Career Placement Services has grown significantly in the past year. The first banquet honored 98 students placed in internship and 45 employers. This year's banquet will honor 143 students and over 70 employers from around the country.

The program continues to grow as the Career Placement Services staff strives to educate students on the importance of internships and cooperative education programs. Students who take advantage of such programs will be more marketable once they begin job searching as they approach graduation.

Career Placement Services hosts eight career fairs over the academic year at which students may obtain internship and

permanent employment information directly from potential employers. The largest of these fairs, the 31st Annual Career Day will be held on Tuesday, March 2 from 9 a.m. – 3 p.m. in the University Fieldhouse. Over 60 employers are expected to attend and are eager to provide information about their organizations to students from freshmen to graduating seniors.

For more information on Career Day and the other events sponsored by Career Placement Services visit the office in the Student Services Bldg. Rm. 147 or website at <http://careerservices.panam.edu>.

Students may also contact the office at 956/381-2243 or by email at career_place@panam.edu.

Benefits of an Internship

If you're doing a summer internship, you've probably learned to use the copier, the fax machine, the postage machine, and the office coffee maker. But if using office equipment is all you learn this summer, then you've interned for the wrong company. Meghan Firster, coordinator of university relations at Westinghouse Electric Company, first tried her hand at recruiting, labor relations, HR generalist tasks, and writing job descriptions during her internship at Westinghouse a couple of years ago.

When she returned to college for her senior year, she took along a better grasp of her college courses because she had performed many of the tasks her professors discussed. She also had an offer of a full-time job. Fisher states that hands-on experience is an important benefit of doing an internship. At the end of your internship, you should be able to say you've used the technical skills you've learned in college.

An internship or participation in a co-op program adds a bit of magic to a student's resume. Sometimes a good experience can make up for a somewhat low grade point average. "A couple of co-op rotations or an internship gives [a student] an edge," says Firster.

An internship should be about learning on the job and about the job. You'll get hands-on experience that will help you in your classes and give you a clear picture of the career you think you're interested in pursuing.

You'll learn about the company's culture and whether it is a good fit with your goals. It's important to go into your internship with an understanding of the kind of work you will be doing. And, on the job, "you should learn more about your major and the work involved," says Firster. "You should also learn about the company you're working for."

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New Co-op/Internship Opportunities

For additional information on all positions listed below please visit the Cooperative Education Program in the Student Services Bldg., Rm. 125 or email susiea@panam.edu. College of Science and Engineering majors should email melissadlg@panam.edu.

UNITED STATES MARSHALS SERVICE (CSCEP)

Majors: Criminal Justice, Political Science, Psychology, Sociology or Social Sciences, must be a 2nd Semester Junior or 1st Semester Senior with an overall GPA 2.75 and 3.0 GPA in Major and be a U.S. Citizen

DODGE ARENA

Summer 2004; Global Spectrum Internships: Event Productions/Operations; Marketing/Public Relations; Premium Services; and Sales (Including advertising, ticket and space)

*WALGREENS

Summer 2004; Majors: All, must be Junior or Senior with a 2.5 GPA

*MERVYN'S

Summer 2004; Majors: Management & Marketing, must be Junior or Senior with a 2.5 GPA

*TARGET

Summer 2004; Major: Business, must be a Junior or Senior

*SHERWIN-WILLIAMS

Summer 2004; Majors: Management & Marketing, must be a Junior or Senior with a 2.5 GPA

*LOCKHEED MARTIN

Summer 2004, Nationwide; Majors: Engineering, CS, Finance, Accounting & Economics with a 2.8 GPA

*XEROX

Summer 2004 in Lewisville, TX; Majors: Computer Science & Computer Information Systems, must be a Sophomore or Junior with a 2.5 GPA

*WAL-MART INFORMATION SYSTEMS

Summer 2004 in Bentonville, AR; Majors: Computer Science & Computer Information Systems,

must be a Junior or Senior with a 3.25 GPA

*FORD

Summer 2004 in Dearborn, MI; Majors: Finance, Engineering, Accounting, Economics, Math, must be Junior with a 3.25 GPA

ALLSTATE

Summer 2004 in Chicago, IL; Major: Finance, must be Junior or Senior with a 3.0 GPA

SENATOR JOHN CORNYN

Majors: Political Science & Communications

*ENTERPRISE RENT-A-CAR

Majors: All, must be Junior or Senior

*Indicates organization will be participating in Career Day and/or conducting on-campus interviews.

Please check with the Cooperative Education Program for deadline information. A resume may be required in order to apply for internship and co-op opportunities.

Part-time Jobs 101

You're getting help from financial aid, but you still need some cash to pay the rent, buy your books or grab a pizza on Friday night. Getting a part-time job might be just the thing to get rid of those pesky zeros that keep showing up as your ATM balance. But there's more to part-time jobs than feeding your checkbook.

The Benefits of Working

Why work part-time in school? You're not just working toward that paycheck. Part-time jobs offer advantages you won't see on a pay stub.

Working while in school can actually improve your college experience. Studies have shown that students working part-time in a work-study program generally do better than students who don't work at all. And you may find your grades improving as well. Nothing motivates you to invest in your coursework like working to

put yourself through school. With both school and work on your "to do" list, you'll learn to budget your time and use it more productively. And if your job is on campus, you'll find even more benefits. Through your job, you'll be connected to your campus: You know what's going on and how the school works administratively. You'll forge connections with faculty and staff that can help you when need assistance with administrative or academic problems.

Where and When to Look for a Job

Visit the Student Employment Program in the Student Services Building, Rm. 153, and attend on-campus job fairs. Check for notices posted kiosks, bulletin boards and message boards located on campus. But don't start working until you have a *finalized* class schedule -

you want your work hours to be compatible with your academic life. Also, make sure you're adjusted to the college life before you start working. College is a completely new experience; don't add to your stress with a new job, too!

Don't Settle for Just Any Job

Early on, you may need to rely on "typical" part-time jobs - such as food service or light office work. And these jobs can provide skills and connections. Also, make sure that your job will fit with your lifestyle. The best student jobs offer a flexible work schedule, a casual dress code so you can go to work straight from class.

A Word of Caution

Don't get carried away! Before you accept that job offer, keep a few things in mind:

- Earning too much can affect

your funding. Working adds to the student's income reported on the FAFSA, which can lower the amount of financial aid they get.

- Don't overload your schedule. Too many hours on the job will take away from study time. Experts recommend a maximum of 12-15 hours a week.
- The money you earn may not be worth the time and money you spend getting to your job. Consider the costs of uniforms and transportation and the time it will take to get to your job before you decide.

A part-time job can do a lot for you: it can keep down your debt, help you meet people and give you experience. Find out all the facts and see if being a working student is right for you.

Resumes are key in job search process

A good resume is vital. It's your calling card to a prospective employer - one that lays out your qualifications and hopefully gets you a job interview. Follow these guidelines to make sure your resume gets you noticed.

Be sure to include these basics:

Contact information, Education, Experience, Skills and other categories, if they are relevant, can include publications, awards, leadership positions or other notable achievements.

There are many different ways to organize your resume. The most basic formats include:

Chronological - to emphasize your work history; list your jobs and activities, beginning with your most recent experiences.

Functional - to emphasize your skill sets, group your experiences under categorical headings, such as Leadership or Technology Support.

The key is to pick a format that

presents your achievements most effectively - as well as being easy to read and comprehend. See below for samples of a number of resume formats.

Tips for a Winning Resume:

Keep it brief; Provide meaningful descriptions of your experiences; Use strong action words; Use formatting to help you out; and always remember to proofread.

Review your resume each time you want to submit it to an employer to

make sure it fits the opportunity at hand.

The final test: Take a look at your resume from arm's distance. Is it confusing and text-heavy? Or is it easy to find the information you need? Do whatever is needed to make your resume "reader-friendly."

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Alumni Spotlight – Veronica Molina Program Quality Engineer II – Raytheon Company



What are some of your main job duties at Raytheon? I work within the Customer Returned Material section of Raytheon supporting programs for various domestic and international customers. Our team receives radar systems from customers in which the products are damaged functionally or visually. My main role is to investigate along with the team, why the product comes back and what needs to be done to prevent the problem from reoccurring.

What is your best memory from your time at UTPA? Some of my best memories include meeting and

spending time with the new friends I met during college. Throughout the years, several of us always studied together and participated in engineering club activities, in which through all the studying and activities, we got to know more about each other and all became friends. Along with this, are the good memories of the Engineering Faculty who always made time for the students and welcomed us into their offices to discuss any issues we had. These are all acts/memories that stand out in my mind.

What advice would you give UTPA students about finding a

job? Aside from letting them know to try their best in school, such as in their grades, and in their participation in internships/coops which are very important, I would let them know to be persistent and follow up with companies that they would like to work for. Sometimes, employers are likely to remember your name and info if you make contact with them. Also, just because one company doesn't hire you, doesn't mean that there is something wrong with your qualifications. Just keep looking and be persistent with many different companies.