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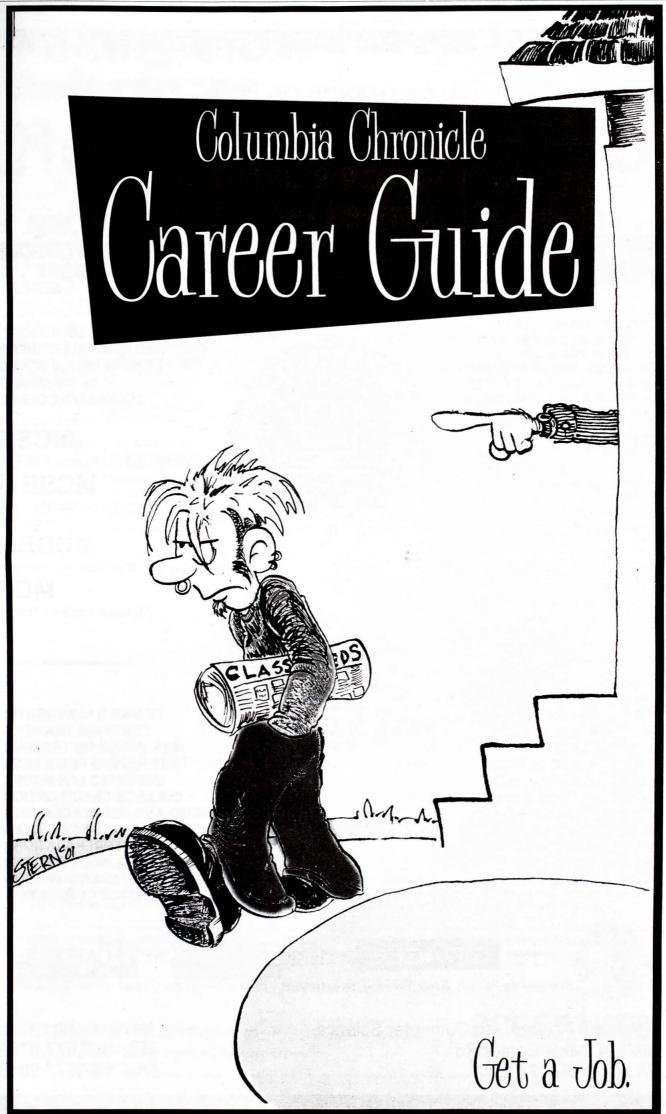
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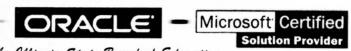
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CAREER GUIDE

# **Getting Great References**

### JERI CALLE

Whether you are applying for an internship or a permanent position, the importance of having notified your references cannot be underestimated. Most prospective employers will contact these references and ask them a battery of questions. They need to be prepared to support you, to give you that added push that will separate you from the rest of the pack.

As you decide who will be on your reference list, remember to ask yourself two important questions:

#### 1) How close is your relationship with the person you're asking for a reference?

While it is important to get an honest appraisal of your qualities, it is also important to give an positive impression of yourself. Be sure that whomever you ask is prepared to praise your best qualities. A lukewarm interview could sink your job search.

#### 2) Is your potential reference likely to make an impact?

Think of your list of references as a kind of personal Board of Directors. Whose name and title would you like to have recommending you? Professors are good sources of recommendations. Anyone who has acted as your direct supervisor in a workrelated environment is also a good choice.

Be careful, though. Avoid sacrificing depth for titles. A short form letter from your Senator will carry much less weight than a long conversation with the executive director of the non-profit organization you volunteered for last summer.

If you are asking for a written recommendation, give your references ample preparation time. To make their task easier, be sure to supply them with your resume, transcripts, list of activities, and anything else that speaks to your background, employment and academic history. This will assist them in writing a thorough recommendation, and/or speaking about you on the phone with a potential employer.

Anywhere that you have done exceptional work is your best bet. Choose judiciously. A great list of references is a key component of a successful job search.

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# Tips On How To Succeed As An Intern

By Mark Hull Knight-Ridder/Tribune News Services

### 1. Arrive on time.

2. Follow through on all your commitments.

3. Dress in the same style as your co-workers.

4. Be enthusiastic and eager to learn.

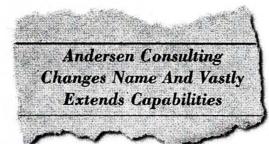
5. Cultivate positive relationships with all staff.

6. Ask questions when you don't know the answers.

7. Prioritize your time and your tasks.

8. Learn the written and unwritten rules of conduct.

Respect the hierarchy of authority.
 10. Seek regular consultation.



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# Students turn to job hunting on the internet

#### **By Colleen DeBaise College Press Service**

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Leafing through classified ads. Trekking across campus to the career center to check the latest job listings. Mailing out stacks of

To Sara Sutton and Rachel Bell, it didn't make any sense that job hunting should be such a hassle. So, the two college students decided to do something about it. Sutton, a junior at the University of California Berkeley, and Bell, also a junior at Hobart & William Smith Colleges, took a year off from school to establish JobDirect, an Internet-based placement service that officially launched in mid-May.

"We were talking about this whole job process," said Sutton, of herself and Bell, a childhood friend. "We saw the stress of the job hunt

With JobDirect, students can fill out an online resume form, listing information such as their major and activities. They also check their area of interest can whether its business, law or sports. The information is stored in a database for companies to peruse, and can be updated by the peruse, and can be updated by student at any time. Also, the site's database sorts through job listings and places good matches in student's in-boxes, Sutton said.

To date, she and Bell have recruited 25-50 companies— larger ones like AT&T and Xerox, as well as small- to medium-sized businesses—who plan to use JobDirect. Their site joins a variety of other career place-ment sites already on the Net.

Increasingly, students are turn-

ing to the Internet for their job search, as more and more comp nies are tuning into cyberspace to recruit employees, say college placement officers.

Jeannette Fromm, a graduate student in computer science at the University of Dayton, accept-ed a job offer as a programmer after only a two-month job hunt, conducted entirely online.

conducted entirely online. "The previous times I had been looking for a job, I would have to go to the [UD] Placement Center during the hours they were open, make copies of job listings and take them home to work with," Fromm said.

But this time, by checking web sites created by variety of care placement services, she was able to switch on her computer and look for jobs at any time of the -whether it was in the morndaying before classes or late at night.

Job searching on the Internet has been increasingly popular among students in the past six months, months, according to Sue Borgert, assistant director of job development in the UD Career Placement Center. More companies are posting job listings, more web sites are offering job searches, and more students are using the 'Net to post their resume and land a job, she said. Chris Wiley, who works with

UD alumni searching for career opportunities, said that when job opportunities, said that when you listings first began to appear online, they were primarily for technical positions. "Now we're seeing more and more of any type of position," she said. Students increasingly are

using the Internet because job listings are constantly updated and available 24 hours a day, Borgert added.

By using the Net, job hunters demonstrate that they have skills in online research, a rela tively new talent that many companies are seeking, she said

A student can check out the variety of job placement services on the Net by clicking on a search engine such as Yahoo or Excite, then using a keyword search such as "jobs" or "careers" For example, the site

For example, the site CareerPath was created by six major newspapers, including The New York Times and The Washington Post, and features more than 40,000 job listings. NationJob's site features a lit-tle guy named P.J. (that's short for Personal Job)Scout, who will find int the

find job listings that match a user's credential and send them via e-mail.

Other sites, such as College Grad Job Hunter, which describes itself as "your link to life after college," give advice on

resume writing. Chris Wiley of the UD Placement Center cautions students to be careful about what information they post on the Internet, and suggests using only an e-mail address rather than a telephone number or home mailing address.

Also, the ease and convenience of using the Internet may be misleading, Wiley warns. The Internet services should supplement, rather than replace, conventional job-hunting techniques, such as networking and looking through classified ads, Wiley said

"It's an added tool," she said. "Anything more you can do to have your resume exposed to more companies is going to be a plus.

# **Financial Security vs. Job Satisfation: Which** is more important?

### By Bernie Milano

**Tribune Media Services** 

When choosing a career, making a decision between financial security and job satisfaction can be difficult. Many of you may feel torn: money is an essential tool for survival, whereas being enthu-siastic about your work offers spiritual and intellectual fulfillment. Choosing one or the other is not always necessary. What can be is better is finding an equilibrium between the two a balance between money and job satisfaction that is best suited for you.

A well paying job can make things easily acces sible for you, but it can also have its downsides. Many high-paying jobs entail long hours at the office which result in little time for yourself and a life outside of work. They also do not always promise stimulating or highly-motivating work, nor do they guarantee the use of your creativity. This can result in the resentment of both the job itself and your coworkers. Eventually you may start losing interest in your work, which can lead to poor performance.

Getting a job that pays well does have its advantages. It secures a comfortable lifestyle. A steady income will give you peace of mind, stability, security and financial independence. For a recent college graduate, who is just entering the workce, a nice paycheck can offer new possibilities. That first paycheck can be enticing. But it is

important to be involved in work that inspires and

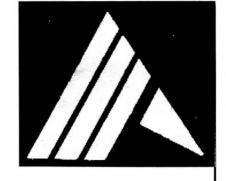
excites you. A job that allows you to be creative and that provides mental challenges can be moti-vating. You can learn from work that interests you because it can help stimulate your ambition and can activate new ideas. You may even discover new aspects about yourself, like a new skill you didn't know you had. In the long run this type of work can help expand both your intellect and your spirit

When you first enter the work force you may somewhat challenging opportunities. Your first few jobs may not offer sky-rocketing paychecks or the most exciting work but what you can gain from these is experience that will help you build your career and attain your goals.

Initially a job may not give you all you want but that can change over time. The longer you stay with a company the greater your responsibilities will grow and more opportunities for promotions will come your way. And as you grow with a com-pany there is more leeway for you to bring in your

passion and creativity to your job. When you first graduate, the choice between higher pay and more excitement may be clear. But remember that in the long run, a career that you are passionate about will be the one at which you perform best-and eventually likely lead to financial fulfillment

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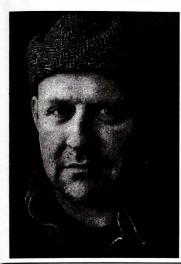
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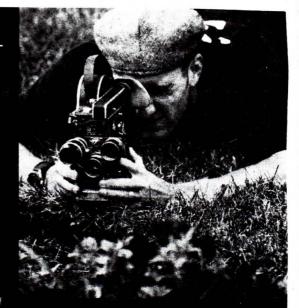
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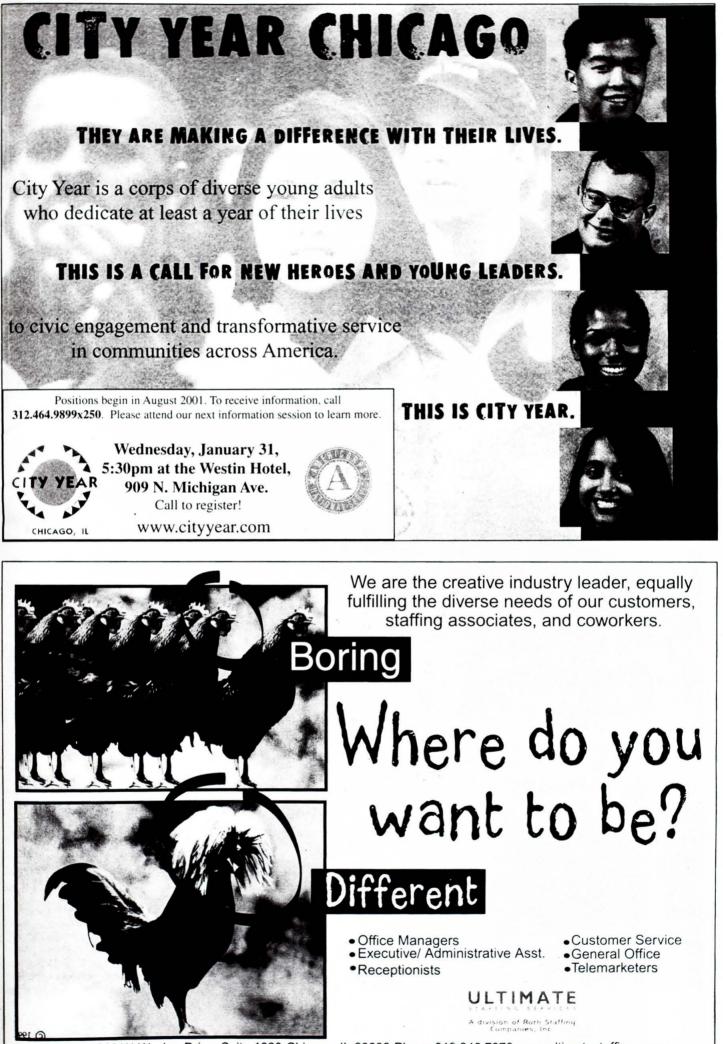
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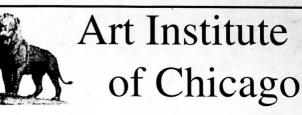
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