

**Career Services  
Center**  
Where Today's  
Braves Look to  
the Future

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### Career Center Info:

#### Location

University Center, Suite. 210,  
521-6270, cs@uncp.edu,  
www.uncp.edu/cs

#### Hours

M-F, 8:00 am - 5:00 pm  
Appointments may be made for  
Career Consulting, DISCOVER,  
Resume Critiques, Mock Inter-  
views, etc.

#### Staff

Dr. Denisha Sanders  
Director

Sarah Francisco, MPA  
Assistant Director

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Administrative Support  
Specialist

# Brave Opportunities

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## Using Online Application Systems

As technology becomes increasingly popular for communication needs, the job market is no exception. Many organizations use online employment listings and an online application process. If everyone has to use the same system to apply for a job, how do you make your application stand out compared to others?

Employers offer some suggestions for making your application stand out when using an online system.

- ◆ Follow directions. By not following directions, you leave a bad impression with the employer.
- ◆ Tailor your application information to the position. Don't copy and paste generic information from your resume.
- ◆ Use key words, buzz words, and industry – specific terms.
- ◆ Include a Skills Inventory on the application. If the application doesn't have a specific space, you can include this information in a "Comments" area.
- ◆ If the organization offers an online assessment, take it.
- ◆ Make sure your application is error free before submitting it.
- ◆ Follow the electronic

application with a personal email to a recruiter.

If the electronic system has an option to attach your resume as a supplement to the application, you can do this. Be sure that the resume compliments your application, but fill out the application completely; attaching the resume does not let you off the hook. Be sure the formatting of your resume is very simple so that the electronic transfer does not manipulate the format. An employer will have a difficult time reading your resume if the layout does not make sense.

Information for this article gathered from www.JobWeb.com, 2007.

## Business Etiquette Contest!

Win a free ticket to the **Business Etiquette Dinner on Wednesday, April 11th @ 5:00 pm!** Answer the following questions correctly and submit them to the Career Center by **Thursday, April 5th**. The winner will be drawn from all submissions and contacted on Monday, April 9th. The ticket can be picked up in the Career Center until 4:00 pm the day of the event.

1. In a dining situation, the

drinks are on the right and the bread plate is on the left.

*True or False*

2. After a job interview, regardless if you are still interested in the job, you should always send a thank you note.

*True or False*

3. When you receive a business card, you should take time to read it before putting it in a pocket or

briefcase.

*True or False*

4. You should always turn off a cell phone or beeper before going to a job interview or business meeting.

*True or False*

Submit answers to the Career Center, UC Suite 210, or to cs@uncp.edu with "Quiz" in the subject heading. Be sure to include your contact information with your answers!

Information gathered from www.quincareers.com, 2007.

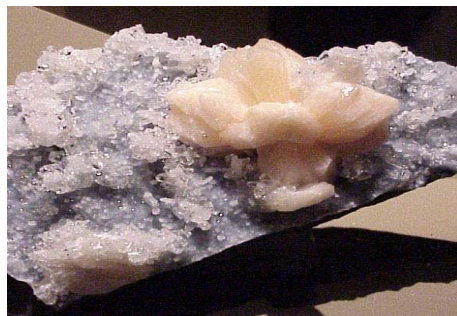
# Academic Program of the Month: Geology and Geography

Geologists and Geographers do much more than examine the earth's surface, they pave the way for research and study our interaction with the earth along with their studies of the earth in its natural environment. Tools of mathematics and computers are used to conduct research. Some of the occupations that Geography and Geology students pursue include:

- ◆ Cartographer
- ◆ Geographer
- ◆ Anthropologist
- ◆ Archaeologist
- ◆ Hydrologist
- ◆ Meteorologist



- ◆ Oceanographer
  - ◆ Geologist
- UNCP offers minors in both Geog-



raphy and Geology that are open to students in any major program. Students pursuing an education degree in Elementary, Physical or Special Education can select Geology or Geography for an academic concentration.

Coursework for these subjects includes:

- ◆ Society and Environment
- ◆ Economic Geography
- ◆ Weather and Climate
- ◆ World Regional Geography

- ◆ Earth Science
- ◆ Minerals and Rocks
- ◆ Paleontology
- ◆ Stratigraphy and Sedimentology

Students can take Geography and Geology courses to fill General Education degree requirements at UNCP. Geography courses fulfill the Social Sciences requirements while Geology courses fulfill the Natural Science and Mathematics requirements.



*Sources: DISCOVER Online. To learn about thousands of occupations and majors, you can access DISCOVER via our Web site at [www.uncp.edu/cs](http://www.uncp.edu/cs). The UNCP 2006-2007 Catalog. The Department of Geology and Geography Web site, [www.uncp.edu/geo](http://www.uncp.edu/geo).*

## UNCP Career Fair 2007

February 21, 2007 marked the day that 24 corporate recruiters came to UNCP to speak with interested students about future job opportunities. The event was



held in the UC Lounge, with over 100 students attending. A few of the companies involved were Sherwin Williams, BB&T Bank, the CIA, Wal-Greens and law enforcement agencies from around the state.

## Spring Teacher Education Fair

The UC Lounge was filled with School systems from around the state and South Carolina March 21, 2007. These representatives were here to meet with education students, both graduating seniors and undergraduates, to discuss job opportunities future academic needs state-wide. Some students were able to come away from the fair with job interviews scheduled.



Business Etiquette Dinner  
 Wednesday, April 11th  
 5:00 UC Lounge • Tickets \$10

# Career Services Planner

## Upcoming Events

### Workshops

4-4: Interviews That Get You the Job

3:30 pm, UC 210-Career Center Library

4-25: Resumes That Get You the Interview

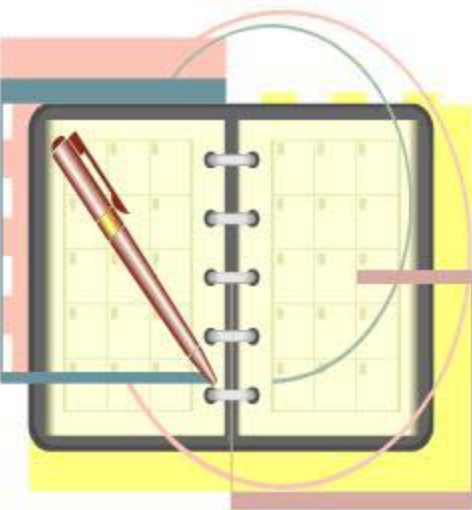
3:30 pm, UC 210-Career Center Library


### SPRING COMMENCEMENT

Saturday May 5th, 2007

10:00 am, UNCP Soccer Field

CONGRATS  
MAY  
2007  
GRADS!



 "I Can't Believe You Did That" and other Career Mishaps

When in an interview situation, remember not to talk too much. People remember the first 12 words you say, so make sure they are positive. Also by talking too much, an employer might think you can't get to the point or that you are trying to hide something.

[www.quintcareers.com](http://www.quintcareers.com)

### Career Definitions

Ever wondered what certain terms mean? We have the answer!

**Keywords**-nouns and noun phrases that relate to the skills and experience that employers use to search resumes in a database. Keywords can be "hard" skills—job specific/industry specific skills, technological terms, job titles, certifications, industry buzzwords, and names of products and services.

[www.quintcareers.com](http://www.quintcareers.com)

## SAVE THE DATE!

**Business Etiquette Dinner—Wednesday, April 11th**  
**5:00-7:00 pm, UC Lounge**  
**Reservations Required-Tickets \$10**