



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

Volume 7, Issue 1

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Brave Opportunities

One Resume, Many Uses

Inside this issue:

One Resume, Many Uses	1
Online Career Library	1
Major of the Month: Athletic Training	2
In Every Issue: Career Bloopers, Job Search Tips, Little Known Facts, & Upcoming Events	3

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.

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“I want to apply for different kinds of jobs,” asks Kelly from Minneapolis. “Can I write just one resume with enough flexibility for that, or do I need several resumes?”

You need several resumes, because you can't be all things to all employers.

But it's easier than you think to modify your resume and apply for a variety of jobs.

Here's how ...

Step 1: Change your opening

The best way to start your resume is with a clear objective or summary statement, one that quickly tells the reader exactly what you can do.

Of these two choices, an objective with a job title is

the better way to begin. It shows that you know exactly what job the employer wants to fill.

Example:

OBJECTIVE
Restaurant Manager where more than 10 years of food service and management experience will add value.

If you don't know the job title, you can start your resume with a summary that focuses on your relevant skills. This gives you more flexibility to apply for different jobs.

Example:

SUMMARY
Seeking a position where more than 12 years of sales, management and operations experience will add value.

Step 2: Change your order

You can change the focus of your resume simply by presenting your qualifications in a different order.

Example: If your degree is in marketing and you're applying for a marketing job, but your recent experience is in customer service, put your degree ahead of that less-relevant experience.

Your resume is not about your past. It's about your future. Tell employers what you can do, then prove your claims with specific achievements. If you have the training, skills and expertise to succeed, don't bury them in your resume. Put them near the top, where they'll get noticed!

Step 3: Change your cover letter

Unless you're hand-

(Continued on page 2)

Online Career Library

Are you interested in deciding on a major, changing it, or gathering information on a future career field?? How about doing so in your pajamas? With UNCP's new Online Career Library, major or career changing and decision making can be done from your dorm room!

The Online Career Library is free of charge and provides

users with access to 1,000s of books in downloadable pdf form. The library offers occupational guides, industry overviews, and career profiles. Finding out basic facts about different career areas can help you better choose your field of interest. For those still undecided about their major, this can be a great help in making that decision. For those of you closer to beginning your

actual job search, the library has books on resume writing, cover letter writing, internships, and interviewing, as well as company profiles from a variety of career fields. Finally, for those considering continuing their education, there are many books such as “Thinking about Law School,” “Thinking about Business School,” and

(Continued on page 2)

Major of the Month: Athletic Training

Certified athletic trainers (ATC's) are medical experts in preventing, recognizing, managing, and rehabilitating injuries that result from physical activity. Studies have proven that athletes treated by certified athletic trainers are more likely to avoid injuries and illness and when an injury does occur, they return to activity faster than athletes who don't have access to a certified athletic trainer.



Athletic training is recognized by the American Medical Association as an allied health profession. The ATC specializes in the following areas:

- Prevention of injuries
- Recognition, evaluation and assessment of injuries
- Immediate care of injuries
- Treatment, rehabilitation and reconditioning
- Organization and administration
- Professional development and responsibility

ATC's work as a part of the sports medicine team, under the direction of a licensed physician and in cooperation with other health care professionals, athletics administrators, coaches and parents. ATC's are able to treat injuries more effectively because they work with the athletes on a daily basis and get to know them each individually.

Where do ATC's Work?

You can find ATC's most anywhere there are physically active people. Some of the more common sites for ATC's to work include:

- High Schools
- Colleges/universities
- Professional sports
- Sports Medicine clinics
- Military
- Industrial and commercial settings (outreach programs)
- Hospitals

What education does an ATC need?

Students who want to become athletic trainers must graduate from an accredited athletic training curriculum. Classroom instruction includes the following areas:

- Injury/illness prevention
- First Aid and Emergency Care
- Assessment of Injury/Illness
- Human Anatomy and Physiology
- Therapeutic Modalities
- Therapeutic Exercise
- Organization and Administration
- Exercise Physiology
- Nutrition

The classroom or didactic learning is reinforced by clinical education experiences (in the form of clinical rotations and proficiencies). Students will be in the athletic training setting under the direct supervision of a certified athletic trainer.

How do I become an ATC?

Requirements for taking the Board of Certification (BOC) exam:

- Complete an accredited athletic training education program
- Proof of graduation from an accredited university in the United States
- Signature of the Program Director
- Proof of current CPR

Source: DISCOVER Online. To learn about thousands of occupations and majors, you can access DISCOVER via our web site at www.uncp.edu/cs.

(One Resume, Many Uses continued from page 1) delivering your resume, send a cover letter. And your cover letter is the best place to address employers individually and convince them that you're perfect for the job.

To really get attention, consider including a statement like this: "I've developed methods, which I can share with you, to _____." Insert your biggest accomplishment in that blank ("double sales in 90 days," for example) and the phone should start to ring.

These three methods will let you quickly apply for a variety of jobs. Just be absolutely sure to follow up with every employer you apply to -- finding a job is a full-time job!

Article by Kevin Donlin of Guaranteed Résumés, a Minneapolis-based résumé service. Since 1995, Guaranteed Résumés has provided résumés, Internet résumés, cover letters and job searches for clients in 44 states and 23 countries. For more information, point your browser to <http://www.gresumes.com>.

(Online Career Library continued from page 1) other future educational ideas.

The new Online Career Library is a resource available only to UNCP students. To access this wealth of information, simply go to the UNCP Career Services web page (www.uncp.edu/cs) and click on the Online Career Library. The link will take you to a new site which asks for a password. All students, faculty, and staff who are interested in using this library may contact the Career Services Center to get a password.

The Career Services Center encourages everyone to use this library. With it job searching couldn't be easier!!

Brooke Caylor

UNCP Career
Fair

Wednesday, February 22nd
10:00 am, UC Lounge

Alumni Career
Panel

Wednesday, February 22nd
5:00 pm, UC Lounge

Brave Ideas

Upcoming Events

1/25 On The Spot Resume Critiques,
11:00am - 2:00pm, UC Lounge

1/25 Workshop: Resumes That Get You
The Interview, 3:30 pm, UC Room 210

2/08 Workshop: Keys To a Successful
Job Search, 3:30 pm, UC Room 210

2/15 Workshop: How To Work a Career
Fair, 10:00 and 3:30 pm, UC Room 210

2/22 Fair: Career Fair, 10:00 am, UC
Lounge

2/22 Alumni Career Panel, 5:00 pm, UC
Lounge

"I can't believe you did that!" and Other Career Mishaps

One candidate asked his possible future employer during an interview if he could take a smoke break!

Employable Dynamite

Make yourself EMPLOYABLE with:

- ✦ sweet resumes
- ✦ dynamite interviewing skills
- ✦ flippin' job search techniques

You're wildest dreams will come true!

Career
Services



www.uncp.edu/cs

This Month's Job Search Tip

When turning in a resume to a potential employer, be sure to use Resume Paper. This gives your resume a much more professional look and tells the employer that you are taking this application procedure seriously. Resume paper can be bought by the box at Wal-Mart, the campus bookstore, or any other office supply store.

Little Known Facts

Career Fairs are wonderful opportunities that can make your job search much easier. The employers come to you! There is, however, an art to career fairs. You should dress professionally, be prepared with plenty of resumes, and know a little something about the companies with whom you are interested in speaking. For much more on how to work a career fair, attend the workshop on February 16 at 10 am or at 3:30 pm in the UC Room 210!

COMING UP!

Teacher Education Fair—Wednesday, March 22

Business Etiquette Dinner—Wednesday, April 12

MORE INFO TO COME