

# CAREER MATTERS

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**CAREER EXP** LEWIS UNIVERSITY

MEET WITH 90+ EMPLOYERS AT THIS

## INTERNSHIP/ JOB FAIR

**MARCH 22**  
WEDNESDAY, NOON-4PM

**LEWIS UNIVERSITY FIELD HOUSE**

Over 90 employers will recruit for internships and full time professional jobs in many areas! This will be our final job fair of the school year. Don't miss it!



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## PREPARE FOR EXPO:

### WORKSHOP: THE ABCs OF GETTING AN INTERNSHIP

Tuesday, 3/14/17, 4:30p.m. – 6:00p.m.  
Location: A&S Building, Room AS158A

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Employers will talk about their internship programs and offer tips on what they are looking for in candidates. Lewis students who have completed an internship will share their experiences. Keynote speaker will also offer tips and free books to first 50 attendees. Sponsor: Enterprise Holdings, Inc.

### WORKSHOP: PREPPING FOR THE CAREER EXPO

Wednesday, 3/15/17, 4:30p.m. – 6p.m.  
Location: A&S Building, Room AS158A

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Learn how to maximize your time at the fair and how to market yourself to employers.

### RESUME EXPRESS REVIEWS

Brief, *walk-in resume reviews* (first-come, first-served) will be available for students. Please bring a printed copy of your resume.

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#### Friday, 3/17/17

8:30a.m. – 1p.m. in Career Services Office/Benilde Hall

#### Monday, 3/20/17

11a.m. – 1p.m. in Academic/Science Bldg., Charlie's Place  
1p.m. – 4:30p.m. in Career Services Office/Benilde Hall

#### Tuesday, 3/21/17

11a.m. – 1p.m. in Academic/Science Bldg., Charlie's Place  
1p.m. – 4:30p.m. in Career Services Office/Benilde Hall

### INTERVIEWING PRACTICE

Practice interviews available on a walk-in basis (first-come, first-served). Prepare for interviews obtained from attending Career Expo 2017. Bring a printed resume.

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#### Monday, 3/27/17 AND Tuesday, 3/28/17

1p.m. – 3:30p.m. in Career Services Office/Benilde Hall

# CAREER EXPO REMINDERS:

- Professional/business attire is required. No jeans, sweats, gym shoes, t-shirts permitted.
- Bring a stack of resumes on resume paper (available in office supply stores); one resume will be collected as your admission ticket.

## EXAMPLES OF PROFESSIONAL BUSINESS ATTIRE:



# NEED HELP IN YOUR INTERNSHIP SEARCH?

We have added an Internship Coordinator to our staff in Career Services! Christina Martinez can be reached at 815.588.7150 or at [cmartinez6@lewisu.edu](mailto:cmartinez6@lewisu.edu). She is eager to assist you!

## 5 THINGS COLLEGE CAREER COUNSELORS WISH STUDENTS KNEW

### The Career Center

Exists. Its purpose is to advise you on employment opportunities. Employers with jobs target the Career Centers and that's a great place to start.



Counselors Know You Are New at This. Learn from career counselors before messing up with employers.



Professional Skills Take Practice to Develop. Job skills are different than the knowledge content you are gaining in the classroom. Attend all career fairs, Meet the Firms events, and practice interviewing sessions. The earlier, the better. This will help you build confidence and learn how to speak with employers. Get an internship!

Students Must Take Responsibility for Their Professional Development.

The degree does not get you the job. While the degree is a requirement, you will still have to go through a competitive application process to get the job.

Make that job yours



Excellent Networking Can Make the Greatest Difference in Jumping Ahead After College.

"Networking involves developing and cultivating professional relationships to improve your job opportunities." Over 75% of all jobs are found through networking. Students can build their professional networking skills by attending career events, career panel discussions, workshops, and by inviting employers to your organizations and clubs.

Source: [http://money.usnews.com/careers/articles/2016-09-15/5-things-college-career-counselors-wish-students-knew?src=usa\\_tw](http://money.usnews.com/careers/articles/2016-09-15/5-things-college-career-counselors-wish-students-knew?src=usa_tw)

[Contributed by Mary Myers]

## DID YOU KNOW...

All Lewis students and alumni have a connection to employers' internship and position vacancies through our network at: <http://www.lewisu.edu/gethired>







## MYTH OR TRUTH: NO EXPERIENCE, NO JOB?

In today's workforce, companies and organizations have the opportunity to recruit from a diverse and talented pool of candidates. When applying for a job opportunity, it is impossible to gauge what your competition may look like, and the only thing most students can depend on is prior work experience to get their foot in the door to a new career opportunity. However, if you are a student who has limited or no work experience relative to your degree or industry you would like to pursue, how can you move forward? Although it is fair to say it is difficult to compete in the workforce with limited work experience, it is still possible to pursue the job of your dreams. Here are a few approaches students can consider to gain valuable work experience.

**Internships:** If you are not graduating tomorrow, you still have time to pursue an internship! Keep in mind that a small percentage of employers are open to hiring recent college graduates as interns, but in this case you must do your research. The majority of employers will be looking for students entering their sophomore or junior year of college, but is it never too early to pursue an internship opportunity to gain valuable work experience in your field. Internships are the best way to gain experience that will be likely to lead to a rewarding job opportunity.

**Volunteer:** If you have limited or no work experience and were not able to pursue an internship while completing your degree, it will be important to consider unpaid opportunities within your industry to gain experience. For example, if my goal is to pursue a medical assistant position, and I have no work experience in the field, one thing I can consider is calling local medical offices in my neighborhood to inquire about volunteer opportunities. This will allow for me to get my foot in the door, work hard, and network in order to gain expertise and connections that can lead to a job opportunity.

**Freelancing:** Although most freelance jobs are short term and offer nontraditional hours, freelancing is a great way to gain experience. Various freelance opportunities offer hourly pay and some are unpaid. However, freelancing over

holiday breaks or the summer will be an excellent way to build your resume.

**Student Worker:** While pursuing your undergraduate or graduate degree, consider working in the department of your industry if opportunities are available. Student worker opportunities are a great way to begin learning the language of your industry, and taking advantage of the resources available to you.

In reviewing options to consider gaining experience, it is important to note that **FLEXIBILITY** is the most important skill needed to be successful. The most important thing you can do for yourself is to get ahead of having to consider options 2, 3, and 4 by taking advantage of option 1 – pursuing an internship!

*[Contributed by Sonya Lee]*

### YOUR SMILE MATTERS TO EMPLOYERS

When meeting an employer for the first time either at a job/internship fair, a career networking event, or an interview for your first internship or professional job, be sure to bring your warm smile.

Sometimes when we get nervous/anxious or are concentrating very intensely, our smile vanishes and occasionally even turns into a scowl. As you look at these photos of the warm smiles of our Lewis University students, remember the following:

1. Authenticity builds trust. Let your authentic smile shine through as you shake each employer's hand.
2. Getting an opportunity to meet an employer is a privilege. Let your gratitude for the employer's time and attention shine through in your smile.
3. A genuine smile helps people to see you as a positive person.
4. Your smile is one-of-a-kind. Nobody's smile looks better on you than your own. Wear it proudly and remember that it is a part of your personal brand!

*[Contributed by Chris Breier]*

## ADVANCE YOUR CAREER: CONNECT WITH LEWIS ALUMNI ON LINKEDIN



“It’s not what you know. It’s who you know.” Have you ever heard this, and felt like you just don’t know anyone who can help you land an internship or job? LinkedIn and the Lewis alumni network have come to the rescue! In 5 minutes you can search among thousands of alumni who are willing to help you get where you want to go:

- Log in/create a LinkedIn account: [linkedin.com](http://linkedin.com)
- In the search bar, search “University pages” for Lewis University
- Click through “Explore Careers of Alumni” to sort through all Lewis graduates on LinkedIn. You can search by their location, major, employer, skills, and more.
- When you find someone who is in a career that you want to know more about, send them a connection request. Tell them you’re a student – alumni love hearing from Lewis students and they’re ready to help!



Give it 5 minutes. You’ll be glad you did!

[Contributed by Laura Paley]

## QUICK RESUME TIP:

*If you are in a major/profession in which it is important to showcase samples of your work, remember to include a hyperlink to your online portfolio so that employers can click and go directly to it. This makes it easy for them to see your talent in just one click!*

### OUR CAREER SERVICES STAFF

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Connect with us!

