

CAREER MATTERS

A PUBLICATION OF THE LEWIS UNIVERSITY CAREER SERVICES OFFICE

Volume 11 • Issue #2 • Spring 2018

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LEWIS UNIVERSITY IS CO-SPONSORING

CAREERFEST

FOR ISCPA MEMBER SCHOOLS' STUDENTS AND ALUMNI ONLY

PROFESSIONAL JOB & INTERNSHIP FAIR

Friday, February 16, 2018
10:00A.M. - 3:00P.M.

Location: Palos Hills, IL (address and directions below)

- Over 60 companies in attendance! All companies are hiring for professional job and/or internship opportunities! Bring plenty of resumes!
- Moraine Business & Conference Center (Building M.) on the campus of Moraine Valley Community College, has been rented out for our ISCPA CareerFest event this year: 9000 W. College Parkway, Palos Hills, IL 60465. Directions available at: <http://iscpa.org/careerfest.html>.
- To view the list of employers who are scheduled to be in attendance, go to www.iscpa.org/careerfest.html and follow the prompts under "Job Seekers."
- Pre-registration has now ended, but onsite registrants are welcome (\$20 onsite registration).
- This event is not open to the public. Only students/alumni of Illinois Small College Placement Association member schools will be admitted. Lewis University is a member school.



Resumes and professional business attire are required. No jeans, t-shirts, gym shoes.

Questions? Please call Lewis University Career Services Office at 815.836.5282. Save the date: Our next job/internship fair, Career Expo, will be on the Lewis University campus on March 14th.

CAREER EXP

MEET WITH 100+ EMPLOYERS AT THIS

INTERNSHIP/ JOB FAIR

MARCH 14

WEDNESDAY, NOON-4PM

LEWIS UNIVERSITY FIELD HOUSE
FREE AND OPEN TO: LEWIS STUDENTS & ALUMNI
ISCPA MEMBER SCHOOLS (1-4PM)

RESUMES AND PROFESSIONAL ATTIRE REQUIRED

For list of participating employers and to pre-register:

- Log into: lewisu.edu/gethired
- Click on *Resources*
- Click on *Handshake*

Details also available at lewisu.edu/careerservices
careerservices@lewisu.edu
(815) 836-5282



...for jobs and internships.

Sponsored By:   

SUITS FOR STUDENTS



Thanks to some very generous Lewis University faculty and staff, we are able to provide gently used professional business attire to any Lewis University student who does not have the resources to purchase or borrow such attire. Please encourage any student in need of professional business attire to contact breierch@lewisu.edu with sizes and dates needed. Professional attire is expected at our upcoming job/internship fairs, interviews, scholarly presentations, and career/networking events.

4 REASONS YOU'RE SCARED TO START THE JOB SEARCH

(AND WHY YOU'RE LOOKING AT THEM ALL WRONG)

By [Abby Wolfe](#)



I should've been [job searching](#) during my final semester of college. And I did—a little. But the whole process *really* intimidated me. I scanned the sites for openings and threw myself into the ring for a few random positions, but for the most part, I kept pretending it wasn't on my to-do list.

And then I decided, "Well, I'm not sure what I want to do after college, so, I'll go to grad school!" I applied to one school, got in, and then—surprise, surprise—went through the same exact dilemma two years later when I graduated. Sure, I had three more letters after my name—Abby Wolfe, MPH, woohoo!—but, unfortunately, my grad school curriculum didn't include "Job Searching 101."

Fear #1: You'll Have to Spend All Your Free Time Doing It You're right. This process can be quite time consuming. First, you need to sift through the many postings to find opportunities that actually fit you and your interests.

Fear #2: You Aren't Qualified for Anything An open position grabs your attention and you get really excited. But when you get to the list of requirements at the end of the page, that excitement quickly fades. Muse writer [Sara McCord points out](#), "Some requirements are listed because they 'sound good, companies aren't going to stall the hiring process until the dream applicant saunters in—solid, qualified applicants (like you!) get interviews, too.

Fear #3: You Won't Stand Out It can be awfully daunting to apply for a job when you know the recruiter probably already has a mountain of resumes on his desk. Jenni Maier for The Daily Muse says, "You should never hesitate to go the extra mile, show some initiative, and share some other

materials that a potential employer might care about. Go ahead and send them a link to your portfolio or personal blog."

Fear #4: You'll Hate the Job You Get Before you let this fear make you turn around and run, consider the following: there's no guarantee that you'll love it and it's normal to fear this process.

The article has been shortened to fit this newsletter. Read the entire article here: <https://www.themuse.com/advice/4-reasons-youre-scared-to-start-the-job-search-and-why-youre-looking-at-them-all-wrong>

[Contributed by Mary Myers]



Flyers Get Hired powered by Handshake was just launched in July 2017 at Lewis University. Since the launch we have signed up over 3,342 employers.

Here is a breakdown of jobs posted monthly and the industries that are hiring.

Job posting per month	Postings Count
October 2017	449
November 2017	1,230
December 2017	1,299
January 2018 current	761

Jobs in the last 90 days by Industry	
Job Functions Name	Postings Count
Education / Teaching / Training	658
Other	623
Sales	542
Business Development	507
Marketing - General	491
Advertising, Media & PR	417
Healthcare Services	374
Community & Social Services	355
Data & Analytics	353
Administration	348
Finance	344
Information Technology	321
Customer/Technical Support	288
General Management	281
Research	280

WWW.LEWISU.EDU/GETHIRED

[Contributed by Leanne Harris]

5 REASONS YOU MAY WANT TO BE A GRADUATE ASSISTANT:

1. **FREE EDUCATION:** At Lewis and many other universities, graduate assistants receive free tuition. If this is not enough to convince you, graduate assistants also receive a stipend to assist with housing and other costs. Unlike undergraduate programs, scholarships aren't as common in graduate programs so the positions Lewis offers for graduate students provide the best possible experience for students seeking a graduate degree.
2. **Experience:** Unlike most other part-time jobs students have during college, a graduate assistant position gives relevant work experience. Along with the knowledge you'd be gaining from your classes, your work at the university gives you extra experience that is directly related to your education. It's also a great item to add to your resume along with your brand new master's degree.
3. **Connections:** Spending time at the University as more than just a student gives you a chance to make better connections with faculty and staff. Not only is this important for things such as references or letters of recommendation, but most professors have connections outside of the university. Professors and other staff members are excellent contacts to have when entering into the workforce.
4. **Location:** Your classes and work are all in one place, which is convenient. Your work hours are usually flexible enough so that you can go to work and class without having to leave and return to campus. Eliminating the time and money some students use to commute to an off campus job is just another perk of the graduate assistant program.
5. **Time:** Along with furthering your education and getting relevant experience, you're also prolonging your entrance into the workforce. This delay in time can be used to prepare. Instead of immediately getting a job you can use this time to do things such as get your resume together, collect references, network, and really reflect on the career path you're taking, all while furthering your knowledge and abilities.

[Contributed by Melissa VanSistine]



FUN FACTS: INTERNSHIPS OFTEN LEAD TO JOB OFFERS

The 2016 NACE employer survey showed that 72.2% of interns eventually received full-time job offers from the companies where they worked, and 85.2% of those offered positions accepted them. (NACE, 2016)

Among responding employers, converting students who have taken part in an internship or co-op program into full-time employees is a primary goal for most programs. (NACE, 2016)

Historically, full-time, entry-level hires converted from an employer's own internship or co-op program are more likely to persist with the employing organization than their counterparts who have no experience or who gained it through another organization's program. However, results among current respondents don't match this pattern. (NACE, 2016)

At the one-year mark, hires that served an internship with the organization outpace their inexperienced counterparts (78.5 percent versus 67.5 percent), but hires who interned elsewhere do not (64.6 percent). (NACE, 2016)

Students who have interned are more likely to find post-graduation employment than students who have not interned. (D'Abate, 2010; Knouse & Fontenot, 2008)

References

- D'Abate, C. (2010). Developmental Interactions for Business Students: Do They Make a Difference? *Journal of Leadership & Organizational Studies*, 17(2), 143-155. <https://doi.org/10.1177/1548051810370795>
- Knouse, S. B., & Fontenot, G. (2008). Benefits of the business college internship: A research review. *Journal of Employment Counseling*, 45(2), 61-66. <https://doi.org/10.1002/j.2161-1920.2008.tb00045.x>
- National Association for Colleges and Employers (NACE). (2016). *Internship & Co-op Survey 2016*. Retrieved November 15, 2017, from <http://www.naceweb.org/store/2016-internship-co-op-survey-2016/>

[Contributed by Christina Martinez]

SAVE THESE DATES!



CAREER EVENTS SPRING 2018

BUILD A RESUME IN 20 MINUTES

EVERY Wednesday in January and February at the
Library's Glass Conference Room on the first floor, Beginning January 17th, 2018
2 Sessions at 2:00 pm and 2:30 pm - Walk in and join us!

Date	Time	Event	Place	Link or Contact
2/16/2018 Friday	10 am to 3 pm	CareerFest ISCPA	Moraine Valley, Palos Hills	https://lewisu.joinhandshake.com/events/114102/share_preview
2/22/2018 Thursday	10 am to 12 pm	How to Apply for State and Federal Jobs	University Dining Room, Charlie's Place, AS Building	https://lewisu.joinhandshake.com/events/115250/share_preview
2/27/2018 Tuesday	11 am to 1 pm	Resume Review Express	University Dining Room, Charlie's Place, AS Building	https://app.joinhandshake.com/events/115207/share_preview
2/27/2018 Tuesday	4:30 pm to 6 pm	ABCs of Getting an Internship Workshop	AS - 158A	https://lewisu.joinhandshake.com/events/168495/share_preview
2/28/2018 Wednesday	11 am to 1 pm	Resume Review Express	University Dining Room, Charlie's Place, AS Building	https://app.joinhandshake.com/events/115214/share_preview
2/28/2018 Wednesday	4:30 pm to 6 pm	Prepping for the Career Expo	AS - 158A	https://app.joinhandshake.com/events/115219/share_preview
3/1/2018 Thursday	1 pm to 4 pm	Resume Review Express	LRC - G25 Saint Charles - Flight Deck	https://lewisu.joinhandshake.com/events/115224/share_preview
3/5 to 3/8 Spring Break	9 am to 4:30 pm	Open for Appointments	LRC - G25	http://lewisu.edu/gethired
3/12/2018 Monday	1 pm to 4 pm	Resume Review Express	LRC - G25 Saint Charles - Flight Deck	https://lewisu.joinhandshake.com/events/115231/share_preview
3/13/2018 Tuesday	1 pm to 4 pm	Resume Review Express	LRC - G25 Saint Charles - Flight Deck	https://lewisu.joinhandshake.com/events/115234/share_preview
3/14/2018 Wednesday	12 pm to 4 pm	Career Expo 2018	Field House	Student link: https://lewisu.joinhandshake.com/career_fairs/3235/student_preview
3/15/2018 Thursday	1:30 pm to 3:30 pm	Interview Prep Express	LRC - G25 Saint Charles - Flight Deck	https://lewisu.joinhandshake.com/events/115240/share_preview
3/16/2018 Friday	1:30 pm to 3:30 pm	Interview Prep Express	LRC - G25 Saint Charles - Flight Deck	https://lewisu.joinhandshake.com/events/115245/share_preview
3/19/2018 Monday	1:30 pm to 3:30 pm	Interview Prep Express	LRC - G25 Saint Charles - Flight Deck	https://lewisu.joinhandshake.com/events/115248/share_preview
3/27/2018 Tuesday	6 pm to 9 pm	Bridges to Employment (Veterans)	St. Charles Borromeo Convocation Hall	For more information contact: Roman Ortega, 815.836.5339 OrtegaFo@lewisu.edu
4/18/2018 Wednesday	10:30 am to 12:30 pm	Meet the Firms (Aviation)	Harold E. White Aviation Center	For more information contact: Christopher Stevens, 815.836.5320 stevench@lewisu.edu

• PLEASE CONTACT THE LEWIS UNIVERSITY CAREER SERVICES OFFICE WITH ANY QUESTIONS AT 815.836.5282 OR CAREERSERVICES@LEWISU.EDU •



FLYERS GET HIRED IS MAXIMIZING INTERNSHIP AND JOB OPPORTUNITIES FOR STUDENTS AND ALUMNI!

Lewis University's comprehensive online career management program, Flyers Get Hired, is connected to over 200,000 employers for jobs and internships!

Go to www.lewisu.edu/gethired and log in to your account where you can complete your profile. Include all your skills as well as any special projects you've completed and upload your resume. Upon completing your profile, you will see that targeted internships and job opportunities that fit you will populate on your home page.



PLANNING TO ASK A PROFESSOR TO BE A REFERENCE?

We're all very accustomed to sending quick texts to our friends and others. When you are communicating on a professional level, however, it is proper to write in a more formal style. For example, as you approach the time when you will be applying for internships and professional jobs following graduation, you will either be asking your professors/advisors to write a letter of recommendation for you, or to serve as one of your professional references. Accordingly, it is appropriate for your request to reflect a basic level of professionalism.

Not acceptable:

Hey, i am planning to put u on my list of references. Thx

Acceptable:

Hi Dr./Mr./Ms. Schmo: My name is _____ and I am a senior _____ major with a 3.1 GPA. I had you for four classes over the past three years, including _____, _____, and _____. I also served as Vice President of the _____ student association this past semester and presented my research project on _____ at last year's Celebration of Scholarship.

I'm graduating this May and so I am starting my official job search now. It's exciting! I was wondering if I may please include you on my list of references? If so, I will be sure to supply you with a copy of my updated resume and a copy of the job description once I know my references will be called.

If you have any questions for me, please feel free to contact me. I look forward to hearing from you. Thank you!

Sincerely,
Charles T. Flyer
FlyerCT@lewisu.edu
815.836.5282

When you ask a professor to serve as a reference, be sure you ask in the form of a question, greet the recipient by name, use proper spelling/grammar and punctuation, and include your contact information. If you are asking a current professor or advisor, you may not need to include as much supplemental information about yourself. If a few semesters have passed since you have had that professor for class, be sure to include something memorable/unique about you to help them remember who you are. If you are new to preparing a page of references, check out our reference page sample on our Career Services web page or contact us for personalized assistance. We're happy to help!

[Contributed by Chris Breier]

850+

students and alumni are getting career advancement tips from either our LinkedIn, Twitter, or Facebook page!

Are YOU one of them?



View tips for finding jobs, link to newly posted jobs, get interviewing hints, learn about featured majors/minors and career paths, catch up on the latest employment trends, and get a multitude of other tips to help you in YOUR career development! Connect with us!

JOB-RELATED EXPERIENCE: YOU ALREADY HAVE EVERYTHING YOU NEED!



“How can I get career-related experience if every job and internship requires prior experience?” While the majority of Lewis students work while going to school, many students express worry that they won't be able to close the gap between their general skills and experience.

Did you know that the skills you've gained from those seemingly unrelated jobs are still needed by your future employer? They're called transferable skills, because they're 'transferable' - useful in all work places. According to NACE (National Association of Colleges and Employers), the top 3 skills sought by employers this year are teamwork, problem-solving skills, and written communication. The rest of the list is similar: employers are most interested in your ability to handle basic professional tasks that require the skills you already have!

Let Career Services help you translate your work and academic experience into a resume, cover letter, and interview approach that show you for the emerging professional you already are. Make an appointment on Flyers Get Hired to get started: www.lewisu.edu/GetHired.

[Contributed by Laura Paley]

DON'T FORGET...

Lewis University Career Services presents two
Informational Sessions



Illinois Department of
DCFS
Children & Family Services

RSVP: Sign in at mylewis.lewisu.edu.
Click on Resources, then Handshake,
then Events, "How to apply" Session 1
or 2 or both!

Lewis University Career Services - www.lewisu.edu/careerservices - careerservices@lewisu.edu - 815-836-5282

Learn how to apply to state
and federal jobs

OPEN TO ALL MAJORS!

Learn about career opportunities from
both DHS and DCFS!

Thursday, February 22, 2018

Session 1 – STATE JOBS 10:00 AM - 10:30 AM

Session 2 – FEDERAL JOBS 11:00 AM - 11:30 AM

Q&A with both representatives 11:30 AM - 12:00 PM

AS Building - Charlie's Place/University Dining Room

OUR CAREER SERVICES STAFF

Mary Myers	Executive Director
Chris Breier	Associate Director
Laura Paley	Employment Outreach & Dev. Coordinator
Christina Martinez	Career Advisor/Internship Coordinator
Leanne Harris	Administrative and Database Assistant
Melissa VanSistine	Graduate Assistant

*"Example makes a much
greater impression than
words."* ~ St. John Baptist De La Salle

MTR 4.1 [Med 196.1] MTR 10.3 [Med 202.3]

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Connect with us!

Please deliver to: