

CareerLine

2004-2005
Class of 2007

...a newsletter for UVA parents

Navigating Today's Job Market: How Students Can Prepare...

The good news is that the job market for college students is improving this year, after several years of depressed hiring. For the first time in years, our career fairs are filled to capacity and our On Grounds Interviewing Program is showing marked growth. But, in spite of this growth, the job market is expected to continue to be tight with keen competition for positions in most fields.

Fortunately, as a second-year student, your student has plenty of time to prepare! Although it is impossible to predict what the job market will look like when the Class of 2007 walks the Lawn, your student will be in a better position to get a good job by developing his or her career interests and experience as early as possible while at UVA. University Career Services is proud to offer a wealth of resources for all undergraduate students, regardless of class year or major. The more students take advantage of these opportunities, the more attractive they become to employers at graduation time.

Individual Career Counseling

For individual career advice and resume critiques, students can make an appointment to meet with a professional career counselor, or visit UCS during walk-in hours, Monday to Friday, 12:00PM to 3:45PM. Students in the Commerce, Engineering, or Architecture Schools are welcome to make appointments for individual advising with their school's affiliate career office.

FOCUS

Now is the time to explore career fields of interest! This computerized career guidance program can help students evaluate their personal priorities and begin to link them to career options.

Extern Program

As externs, students spend a week during winter, spring, and summer break periods working directly with a sponsor in

almost any career field or geographic area. Last year, more than 400 students completed externships.

Career Planning Courses

UCS offers two career development courses for academic credit in the College of Arts and Sciences (PLSK 101/102).

UCS Library

Students have a wealth of resources on hand at the UCS Library—resources for career assessment and exploration, summer jobs and internships, job search strategies, and graduate school opportunities.

HoosTRAK

Students can access internships, sorted by field and geographic area, using HoosTRAK. Students may also enter their resumes online for possible internship opportunities. Informational sessions are offered to help students learn how to obtain internships, and our Internship Fair will be held February 1st, 2005.

PEP Talks

At a PEP (Professional Employer Panel) Talk, students listen to presentations and ask questions of professionals who work in a variety of fields—from public relations to government/non-profit to science and research. Many of the panelists are alumni of the University.

Networking for Career Advice

Thousands of alumni have volunteered to be contacted by students interested in their fields of work or study. Encourage your student to investigate the UCAN database of alumni contacts.

Graduate School Information

Students may meet with UCS's pre-professional advisors, obtain entrance exam registration booklets, and browse our directories of graduate and professional schools. UCS also offers electronic credentials through www.interfolio.com to assist students in maintaining their records.



CareerLine was created
by University Career Services for
parents of 2nd Year students at UVA.



We're also online!

Our web calendar details all of our special programs and workshops. This includes our career and graduate school fairs, which offer students a range of contacts and career information.

Find UCS online!
www.career.virginia.edu



Mark Your Calendars!

Spring Semester 2005

Making the Most of Career Fairs (January 25)

A diverse panel of employers representing the business, government, and non-profit sector provide best practices to students in advance of Career Week.

Internship Fair (February 1)

Representatives from a variety of companies and organizations discuss internship opportunities with interested students.

Arts & Sciences Job Fair (February 2)

This job fair features employers interested in liberal arts candidates, as well as business and engineering students. All students are welcome!

Government & Non-Profit Expo (February 24)

UVA is part of a consortium of schools involved in this job fair held at Georgetown University. Students of all majors are encouraged to attend to look for jobs and internships.

Internships and Summer Opportunities (March 16)

This program is sponsored by the 2nd year Class Council to help 2nd year students learn about a range of summer opportunities.

Summer Extern Deadline (March 30)

This deadline is for externship placements in May.

UCS Extern Program / Jefferson Extern Program (various dates)

Students can spend a week job shadowing in their chosen field during winter, spring, and/or summer breaks. Check UCS for deadlines and orientation session information.

Fall Semester 2005

Resume Marathon (September)

Employers meet individually with students to offer resume critiques.

Professional & Graduate School Forum (September)

Admissions representatives from a wide variety of schools meet with students.

Commerce Career Day (late September)

Alumni from UVA's McIntire School of Commerce and a wide range of business employers gather with current University students of all majors to discuss business jobs and internships on panels and at a fair.

Engineering Career Day (late September)

E-School students have the opportunity to network with numerous technical employers.

OnGrounds Interviewing Orientations (October/November)

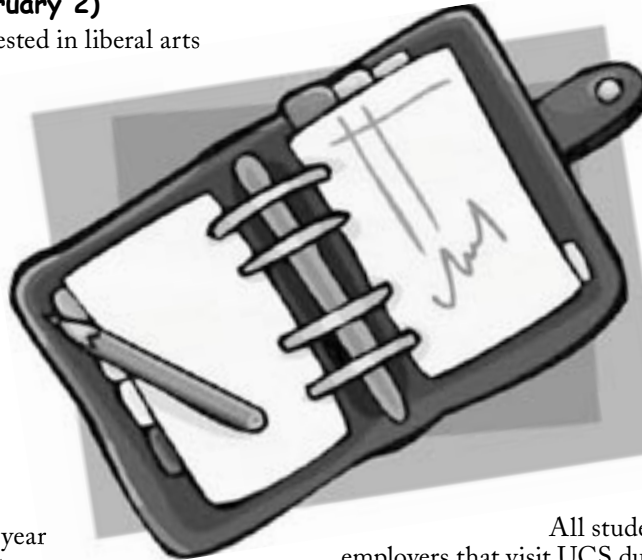
All students considering interviewing with employers that visit UCS during the 2005-06 year (including for summer internships) must attend one of these meetings.

Family Weekend Open House (October)

The UCS office will be open for all visiting families. Come by and meet our staff!

Diversity Career Day (mid-Fall)

UCS hosts more than 100 employers and thousands of students from throughout Virginia for a day of career and job information gathering. All students are welcome!



A note from the UCS Director...

Dear UVA Families:

It is indeed our pleasure to welcome and introduce you to University Career Services (UCS) at the University of Virginia. Our mission is to help your students clarify and achieve their career planning and job search needs. UCS is fortunate to have a talented and courteous staff to assist students in identifying career-related externships and internships, in securing permanent employment upon graduation, or in continuing their education in graduate or professional school. We treat each student's career goals individually, and work diligently to see that they develop the skills and strategies necessary to achieve success. We hope that you will encourage your students to visit UCS as soon as they return for the spring semester.

Thank you,



*James L. McBride, Jr.
University Director
University Career Services*

So...

You have helped your son or daughter come a long way toward a satisfying and productive adult life—after all, he/she is attending UVA! Do not stop now! Your help can make a big difference.

What to do:

- * Encourage your student to use UCS to explore career-related experiences, including externships, internships, and volunteering.
- * Listen to your student's career concerns and ideas; provide support, feedback, and information.
- * Talk with your student about your work, your industry, and your employer.
- * Share your values, interests, and goals, but give your student freedom to be different and still feel your support.
- * Provide personal contacts for your student to interview for information, advice, and employment leads. Do not underestimate the value of your personal connections—neighbors, friends, and relatives!
- * Self-confidence is a critical personal attribute in the job search process—it is tough to convince an employer that you are the best person for the job if you do not believe it yourself! Help your student to maintain a strong, positive self-image. What skills, values, personality traits, and enduring interests have you observed? What career might match?
- * Encourage your student to budget time for career planning/job search activities. With so many demands on their time, students often postpone career planning “until tomorrow.”
- * We all face barriers to our goals. Help your student recognize real versus imaginary barriers—failing an exam does not mean medical school is out of the question; choosing an English major does not mean that a graduate degree is necessary for a business career.
- * Give UCS your input and offer your help to other UVA students—as an extern sponsor, by recruiting for your organization at UVA, posting a job or internship, or by making yourself available to talk to a student interested in your field of work. Please call us if you have a question/comment or can offer assistance or job opportunities to our students!

...what's a parent to do?

University Career Services

(434) 924-8900

Affiliate Offices

Architecture Career Services: (434) 924-6460
Commerce Career Services: (434) 924-7986
Engineering Career Services: (434) 924-3050



CareerLine

EXTERN

university career services

UCS's Extern Program is a volunteer job shadowing opportunity for students to spend one week during school vacations observing and often working with

professionals, investigating a career field, and experiencing a typical week on the job. This experience is not for credit or pay, but it allows a student to clarify his/her career goals.

Sponsoring an externship is also the simplest way for you—as a parent, and as an integral part of your own company or organization—to help UVA students develop their careers and learn about the real world applications of their chosen academic program. To find out how you or your organization can sponsor an externship, visit our website at:

www.career.virginia.edu/parents/

A Second Year's Experience with the Extern Program Last Year:

My experience as an extern at Georgetown University Hospital in Pediatrics was unlike any volunteer or hospital experience I have ever had. As an extern, my schedule was exactly that of the med student: following on rounds, sitting in on chart reviews, observing doctor-patient interactions, observing procedures, attending lectures, even having lunch with the med students and residents. This experience allowed me, as an undergraduate, to see what life truly is like at a hospital, and the role that med students, residents, and attending physicians assume in both general medicine and specialties. Beyond this, I learned quite a bit of the lingo, standards, and happenings in a large hospital. I highly recommend the program for those considering a career in medicine. For me, the externship was a "reality check"; a chance for me to make sure that this is the profession for me.
~Michael Goldsmith

What kind of job can you get with THAT major?

Choosing a major is an important decision, and students may feel pressure to select a certain field based on potential for income or job opportunities. The good news is that a student's choice of an undergraduate major does NOT limit their career options! Students who enjoy and succeed in their chosen field of study are well prepared to pursue almost any career. **UVA alumni from every major listed below have gone on to become attorneys, consultants, physicians, and teachers.** Read on to sample the diverse paths followed by recent graduates:

Art History majors

- Community Arts and Grants Manager, United Arts Council of Raleigh & Wake County
- Legal Assistant, Center for Law and Reproductive Policy
- Marketing Coordinator, Andersen Consulting
- Administrator, Sotheby's

Biology majors

- Game Warden, Virginia Department of Game & Inland Fisheries
- Aviator, U.S. Marine Corps
- Research Intern, National Institute of Health
- Patent Attorney, U.S. Department of Energy
- Investment Banking Analyst, Lehmann Brothers

Drama majors

- Assistant Stage Manager, Arena Stage
- Training Specialist, MCI Communications
- Creative Arts Therapist, Postgraduate Center for Mental Health
- Actor, Screen Actor's Guild

English majors

- Assistant Editor, Random House
- Web Designer, Washingtonpost.com
- Public Relations Coordinator, The National Liberty Museum
- Senior Police Officer, Austin, Texas Police Department
- Regulatory Analyst, NASDAQ Stock Exchange

History majors

- Research Associate, Donaldson, Lufkin & Jenrette
- Navigator, U.S. Air Force
- Merchandise Planner, Abercrombie & Fitch
- Local History Services Coordinator, Georgia Historical Society

Government majors

- Analyst, Bear, Stearns & Co
- Office Administrator, The White House
- Acquisitions Editor, Prentice-Hall
- Director of Operations, Parents Television Council
- Speech Writer, Environmental Protection Agency

Philosophy majors

- Registered Nurse, Sinai Hospital
- TV Sports Broadcaster, WOFL-FOX 35 Orlando
- Software Developer, Ernst & Young LLP

Psychology majors

- Research Assistant, Georgetown University
- Recruiter, Netscape/AOL
- Elementary School Counselor, Prince William County
- Fire Insurance Underwriter, State Farm Insurance

Sociology majors

- Business Leadership Program Analyst, Home Depot
- Director, Richmond Domestic Violence Program
- Editorial Assistant, Art & Antiques Magazine
- Guest Relations, Walt Disney World Resort

For UCS Counselors to successfully work with students, we need to move beyond our office walls. There are many services that now can be found in cyberspace. If your son or daughter “lives” on the computer, we are definitely there to meet them. Even with the advent of cyberspace, there are still historically underserved populations that we strive to reach.

Career Outreach Continues...

The mission of UCS is to work with **every** UVA student and assist each in achieving their career-related goals. To accomplish this mission, we strive to meet them where they are. We have created many programs that reach beyond our physical barriers.

What programs? In Fall 2004 we held the 5th annual Student Organization Fair in conjunction with the 21st annual Diversity Career Day. We gave presentations to key student organizations on topics like resume preparation and how to work a career fair, and sponsored a “Let’s Discuss Career Issues” program for students with disabilities. Additionally, we continue to build key partnerships that give UCS access to

underserved students. As these efforts continue, we hope to exceptionally serve all UVA students.

Do you want your student to get involved? There are opportunities at UCS! One way to get involved is through our Career Peer Educator program. This program allows students to volunteer up to 10 hours in the University Career Services Office. Some benefits include: learning key career resources and the job search process intimately; gaining an opportunity to network with employers; and building presentation and training skills (all of which are top resume builders!). If your 2nd student is interested, have him/her contact Koleta Moore at kmoore@virginia.edu.



Who's New at UCS!

Preprofessional Services Expands!

Kendra Nelsen joined UCS this fall as the new Director of Preprofessional Services. Kendra holds an M. Ed. in Educational Psychology from the University of Texas-Austin, and has extensive experience in career services both in Virginia and Texas. She brings a strong counseling background and a variety of ties to the health care world to this role, working with students interested in any of the health fields.

New Website and New Communications Manager!

Anna Tubbs, a UVA alum (English, '03), recently took over the role of Communications Manager at UCS. Anna coordinates advertising and publicity and manages our new UCS website. Every week, she sends out an e-mail to students letting them know about career-related programs and services in which they may be interested.

A Welcoming Face at the UCS Front Desk!

Mark Caldwell has joined Tim Eckert on our front desk team to welcome all visitors to the UCS office. Mark has a B.A. from Davidson College and a Masters in Theological Studies from Vanderbilt University. Tim and Mark are great initial guides in helping students use UCS effectively, make appointments with counselors, log in to our alumni database, and much more.

Reaching Out to Diverse Students!

Koleta Moore joined our team this summer as Assistant Director for Outreach, coming all the way from Michigan! Koleta studied undergraduate at UC-San Diego, and received her M.P.A. from Grand Valley State University. She is a strong advocate for all students, especially those in underrepresented populations. She is a counselor, a program leader, and the coordinator for our Career Peer Educator (CPE) Program.

Bigger and Better Job Fairs!

In October, Sarah Van Vleet, the new UCS Events Manager, coordinated one of our most successful Diversity Career Days ever. Now, she's hard at work planning for our February 1st Internship Fair, and is confident of a strong employer turnout. Sarah was graduated from Radford University with a degree in Theater and Business Administration and was part of the UCS front desk team prior to her promotion this summer.

UCS Office Hours

Monday-Friday, 8:00AM-5:00PM
Tuesday, 8:00AM-7:00PM
(while classes are in session)

UCS is located on the second floor of
Bryant Hall at Scott Stadium.



University Career Services

University of Virginia

1815 Stadium Road

Bryant Hall

Charlottesville, VA 22904

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UNIVERSITY of VIRGINIA

Holiday Gift Ideas for the Career-Conscious Student

Winter Break Reading

Majoring in the Rest of Your Life

by Carol Carter

Black Enterprises Guide to Building Your Career

by Cassandra Hayes

Jumpstart Your Career in College

by Adele Scheele

Lavender Road to Success: Career Guide for the Gay Community

by Kirk Snyder

Princeton Review:

Best Entry Level Jobs

by Ron Lieber
and Tom Meltzer

Researching Your Way to a Cool Job

by Karmen Crowther

Roadtrip Nation

by Mike Marniner
and Nathan Gebhard

Self Promotion for the Creative Person

by Lee Silber

The Colorblind Career

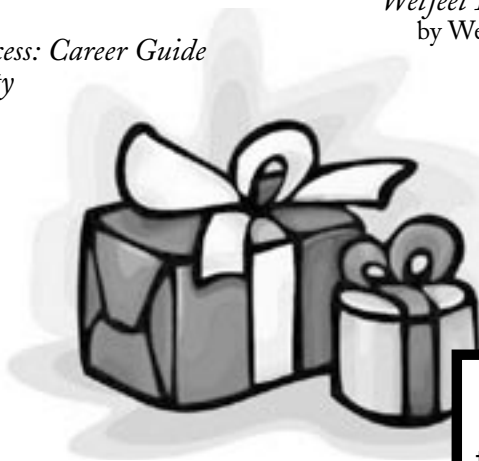
by Ollie Stevenson

Vault Reports Guide to Schmoozing

by Marcy Lerner

Wetfeet Insider's Guide to Getting Your Ideal Internship

by Wetfeet



Beginnings of a Professional Wardrobe

Even though your student is not quite ready to begin the job interview process yet, he/she will need professional clothes to interview for and participate in internships or externships, as well as to project a professional appearance when attending career days and making valuable contacts for the future. Also, a portfolio for holding resumes and cover letters is a must-have accessory. Start building that wardrobe now!

University Career Services would like to thank the Parents Program at the University of Virginia for its history of support for *CareerLine* !

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