What Does Career Services Offer?

With offices on both the Macon Cove and Union Avenue campuses, we offer the following services to students and alumni:

- **Job Postings**
  Check out full- and part-time online listings at [www.southwest.tn.edu/career-services](http://www.southwest.tn.edu/career-services) for Mid-South employers interested in hiring Southwest students and alumni.

- **Career Fairs**
  Meet face-to-face with area employers to learn about job openings and what they look for in new hires. For upcoming Career Fair information, see page 2.

- **Job-Readiness Presentations**
  Come listen to experts present on a variety of career-related topics. See page 2 for presentation dates and times.

- **Résumé Assistance with OptimalResume™**
  Students and alumni can create and customize a professional résumé to fit their specific career interests with OptimalResume™. The free online résumé builder provides step-by-step instructions, examples, and a wide variety of formatting options. For more information visit: [https://southwest-tn.optimalresume.com/](https://southwest-tn.optimalresume.com/)

- **Kuder® Career Planning System – Journey**
  Whether you are trying to decide on a major, are unclear about career options or want to make a career change, the Kuder® Journey is a great place to start. This career guidance tool will help you explore and learn about all types of options. Begin your Journey by taking the Kuder Assessments to learn more about yourself. The free assessments are available through Career Services or Advising and Counseling.

- **Mock Interview, Job Search Strategies and Career Counseling**
  Need help preparing for an interview, targeting your job search or just sorting things out? Contact Career Services to schedule an appointment to discuss your career plans.

[www.southwest.tn.edu/career-services](http://www.southwest.tn.edu/career-services)
Mark your calendar for these upcoming events!

Spring 2011 Career Services Events
Open to all students; all majors

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Event</th>
<th>Campus</th>
<th>Bldg/Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>02/02</td>
<td>11:30 a.m.-12:30 p.m.</td>
<td>Avoiding Consumer Scams BBB of the Mid-South Learn who scammers are, common scams, and how to avoid them</td>
<td>Macon Cove</td>
<td>Library Auditorium/Theater Rm 122</td>
</tr>
<tr>
<td>02/03</td>
<td>11:30 a.m.-12:30 p.m.</td>
<td>Avoiding Consumer Scams BBB of the Mid-South</td>
<td>Union Ave</td>
<td>Saluqi Den B-106</td>
</tr>
<tr>
<td>02/15</td>
<td>11:30 a.m.-12:15 p.m.</td>
<td>Job Hunting with the Memphis Business Journal Learn how to uncover hidden job opportunities using this publication</td>
<td>Union Ave</td>
<td>Parrish Bldg Rm 101</td>
</tr>
<tr>
<td>02/17</td>
<td>11:30 a.m.-12:15 p.m.</td>
<td>Job Hunting with the Memphis Business Journal</td>
<td>Macon Cove</td>
<td>Library Auditorium/Theater Rm 122</td>
</tr>
<tr>
<td>02/22</td>
<td>11 a.m.-1 p.m.</td>
<td>Connect with Career Services</td>
<td>Maxine A. Smith</td>
<td>Common Area</td>
</tr>
<tr>
<td>02/23</td>
<td>11 a.m.-1 p.m.</td>
<td>Connect with Career Services</td>
<td>Whitehaven</td>
<td>Common Area</td>
</tr>
<tr>
<td>02/24</td>
<td>11 a.m.-1 p.m.</td>
<td>Connect with Career Services</td>
<td>Gill</td>
<td>Common Area</td>
</tr>
<tr>
<td>03/22</td>
<td>11 a.m.-1:30 p.m.</td>
<td>Professional Interview Skills Learn helpful interview tips from an industry expert</td>
<td>Macon Cove</td>
<td>Library Auditorium/Theater Rm 122</td>
</tr>
<tr>
<td>04/13</td>
<td>9 a.m.-noon</td>
<td>Spring Career Fair Meet with area employers to learn about job expectations and opportunities in a variety of fields</td>
<td>Macon Cove</td>
<td>Farris 1st Floor Hallway</td>
</tr>
<tr>
<td>04/13</td>
<td>1:30 p.m.-2:30 p.m.</td>
<td>Disney College Intern Program Information Session</td>
<td>Macon Cove</td>
<td>Farris Auditorium</td>
</tr>
<tr>
<td>04/14</td>
<td>9 a.m.-1 p.m.</td>
<td>Spring Career Fair</td>
<td>Union Ave.</td>
<td>Saluqi Den B-106</td>
</tr>
<tr>
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<td>1:30 p.m.-2:30 p.m.</td>
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<td>Union Ave.</td>
<td>M Building Auditorium</td>
</tr>
</tbody>
</table>

Clean Up Your Cyber Presence

More and more employers run background checks on potential employees, and use the Web as part of that process. What will employers see about you? Take the time to review your online profiles, photos, videos, and comments with potential employers in mind. Are you comfortable? If not, take them down. You also need to run a search on yourself to see what others have posted about you. After all, who hasn’t been tagged in an embarrassing photo? Although you probably never intended for your photos and such to be viewed by potential employers, the fact is, it’s fair game if it’s “out there.” Take the time now to clean up your cyber presence.

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I have my first cup of coffee about 5:45 a.m. at least 6 mornings a week. I savor these moments because in my 18, sometimes 22, hour days, these are my moments to myself where I get to just be Stacy. I have a 22-month-old, going on 20 years old, and an amazing fiancé. I also attend Southwest classes two nights a week and take an online course.

My accounting professor suggested an internship to me in April of last year. He handed me a half-sheet of paper with an email address on it. I didn’t really think much else about it.

The week of finals my professor asked if I had applied and I responded that I didn’t have time to take on anything else. He suggested I try, even if just for the interview experience. I said I would. I went home that night and made my very first résumé, after much research. I emailed the lady in charge of the U.S. Army Corps of Engineers Finance Center intern program and went on about my normal life.

A couple of weeks later they called me for an interview. I bought a suit off the clearance rack that I later realized was a winter suit when I coupled it with hose (which I had never worn, much less owned) and went out in the muggy Memphis May weather. By the time I got to the interview I was shaking.

I was led into a room where three people sat at a large table. They each asked me about five questions. The questions were all over the board: What would I do for a living if money was not an issue? Where did I see myself in five years? What are my hobbies? I had spent so much time trying to finish school, I really didn’t know how to answer these questions. I was thinking about next week when I had a paper due, not five years from now.

I got the job, and now work 24 hours a week as an intern in the USACE Finance Center. They offer a completely flexible schedule, great pay, amazing health and retirement benefits, numerous forms of paid leave, and so many more things. I also applied for and was selected as a Technical Scholar Intern through the Career Services Office, and earn academic credit for my job through the Cooperative Education program.

It has been a wonderful learning experience for me. You could be holding yourself back if you don’t go out and try something new. Being comfortable is overrated. Step outside the box! I believe that we settle for the life we have because we are just too afraid to fail if we try something new and different!

Someone very smart told me once that we cannot have success without failure. If trying is my way of improving, then let it be the first step to a great life of success.

My Internship Experience
By Stacy Graham

Above: Stacy Graham and supervisor, Kevin Heath, at the US Army Corps of Engineers.

Did you know...
USAJOBS® (www.usajobs.gov) is the federal government’s official one-stop source for federal jobs and employment information, providing access to more than 30,000 job listings daily.
Career Fair Dos and Don’ts

DO...
- Find out what companies will be there ahead of time (check the Career Services website.)
- Focus your time on those you are most interested in working for.
- Update your resume and bring several copies; double check it for errors.
- Make sure your clothes are professional, clean and wrinkle-free.
- Limit jewelry and cover tattoos.
- Smile, stand up tall, make eye contact and offer a firm handshake.
- Bring a pen and simple padfolio to jot down notes and collect business cards.
- Use good manners with everyone you meet.

DON’T...
- Use your phone (text or call) while speaking with recruiters.
- Monopolize the recruiter’s time and attention.
- Forget good grooming habits (combed hair, fresh breath, trimmed nails).
- Wear clothing that is too short or revealing.
- Be greedy if they have freebies (pens, magnets, etc.). Take one and move on.

What Employers Want

In addition to a list of required qualifications (particular major, specific skill set, minimum GPA), employers nationwide seek individuals with the following:
- Communication Skills (written and spoken)
- Analytical Skills
- Strong Work Ethic
- Teamwork Skills
- Initiative
- Flexibility/Adaptability
- Interpersonal Skills
- Technical Skills
- Problem-Solving Skills
- Relevant Work Experience (Cooperative Education or Internship)