

# Career Development News

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## How long does it take to get a job? *Beverly C. Reid*

Many times I will have students tell me that if they start looking for a job in the fall of their senior year, employers will expect them to go to work for them in December. Not true! Employers have a certain window of time when they recruit for certain jobs, and for some majors it starts the second the fall semester starts. The fields where this is most prevalent are finance, business economics, anything related to banking, and any position in the Federal Government. Many other fields do their recruiting year-round hoping to get the best-of-the-best lined up to work with them nearly a year in advance. If you are unsure about this in your field, check the websites of companies/organizations, and ask Career Development. Students always wonder why we

do our biggest job fair in the fall. We choose this time period at the request of the employers. If employers are asking for a major job fair in the fall, that means you



### LC STUDENT AT CHALLENGE JOB FAIR

need to be ready with an interview suit, resume, cover letters, reference list, possible letters of recommendation, and the knowledge required for being successful at a job fair and in an interview. Career Development is here to help you with all of these areas.

We won't buy your interview suit, but we have events such as the Etiquette Dinner and Backpack to Briefcase workshops on resume writing, interviewing, networking, and on-line job search resources, as well as job fairs, speakers, and internship opportunities.

We are here to provide opportunities that assist students to make the most of any kind of job market—good, bad, or really ugly, but you have to help yourself, too. Do three things right away this year:

- make an appointment with me to discuss your plans for after graduation (544-8339)
- sign up for job search-focused emails from LC at [www.career15.com](http://www.career15.com)
- START NOW!

## Top 5 mistakes made by Students at Job Fairs

**1. Not taking initiative.** Make sure that you walk up to the employers and SPEAK! Have your 30 second "commercial" prepared!

**2. Not taking enough resumes—** take 10 more than you think you'll need.

**3. Appropriate Dress.** Wear a suit. Not a shirt and tie, not a nice skirt or

pants and sweater, but a real SUIT with tie (men), closed toe dress shoes, pantyhose (women), hair neat and off face...

**4. Follow-Up.** Be sure to get in touch with potential employers and thank them for speaking with you!

**5. Do your Research!** If the companies coming are listed on line, find out what

the companies you are interested in are all about before coming to the job fair so you can speak with them intelligently.

**\*\*Remember to apply on-line to any jobs in which you are interested before coming to the job fair whenever possible\*\***



## If you took your graduate school admission exam today, how would you do?

**Take a FREE PRACTICE TEST and find out!**

### **GRE, LSAT, GMAT, MCAT, DAT, OAT, NCLEX, or PCAT**

**Offered October 3, 2010 beginning at 11:00 am on the 2nd floor of Schewel Hall at Lynchburg College**

**For more information contact [careers@lynchburg.edu](mailto:careers@lynchburg.edu) go to [www.kaptest.com](http://www.kaptest.com)**

### Experiential Learning Grants—a Great New Option! Scott C. Robert, Ass't Director

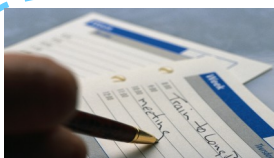
Over the summer Experiential Learning Grants (ELGs) were approved for the Winter and Summer terms. The ELGs is a reduced tuition rate for those students completing Internships, faculty led research, or Study Abroad trips up to 3 credits. ELGs are available to all full-time students every year. How it works: If you are going to be earning 3 credits for an internship over Winter break – you have the option of only having to pay for 1.5 credits. If you then register for another 3 credit internship for the summer you would have the option of only paying for 1.5 credits. The maximum number of credits that you can use under the ELG program is 3 – but you can break that up between Summer and Winter terms. The following chart depicts the savings if you use the ELGs:

Summer Internship costs (using \$400 per credit – summer tuition rate has not been set for next year this is an example of the cost):

# of credits	Normal tuition rate \$	ELG tuition Cost \$
1	400	200
2	800	400
3	1200	600
4	1600	800
5	2000	1000
6	2400	1200
7	2800	1600
8	3200	2000
9	3600	2400
10	4000	2800
11	4400	3200
12	4800	3600

The ELGs program is designed to help you save money. Remember that if you are earning 6 or more credits during the summer session you are considered a full-time student and financial aid might be available for you. Start looking for a winter or summer internship opportunity now. If you do not know where to start your search – contact me or meet with your academic advisor to help start the process.

Also do not forget that we can put you through a Mock-Interview to help polish your resume and interviewing skills. The more times you practice interviewing the better you will be when an actual interview occurs.



## Calendar for the Fall Backpack to Briefcase Series

### September:

**Sept. 16— 6:00 pm – *Getting your Resume ready with Bev Reid*, Hall Campus Center 201**

**Sept. 30 — 6:00 pm – *The Job Search Process with Bev Reid*, Hall Campus Center 201 (EmployOn, CAREER15... and other sites)**

### October:

**Oct. 3— 11 am –*Kaplan Graduate School Practice Tests— 2nd floor Schewel* register at [www.kaptest.com](http://www.kaptest.com)**

**Oct. 7—*Key Employer Panel for Students interested in Finance— Charlottesville***

**Oct. 8— 4:00 pm – *Speed Networking with members of the Alumni Board and Local Alumni*, East Room (must RSVP to Career Development)**

**Oct. 26 — 6:00 pm – *Etiquette Dinner* Burton East Room (must sign up in Academic and Career Services)**

**Oct. 27—*Key Employer Panel for Students interested in Federal Jobs— Charlottesville***

### November:

**Nov. 2 - 10-11:45 am – *Law School Fair*, Flint Family Lobby, Schewel**

**Nov. 3 — beginning at 10 am -*Diversity Career Day* at Univ. of Virginia**

**Nov. 3 - 10 am-3 pm – *Nursing Career Fair*, Hall Campus Center Ballroom**

**Nov. 4—5:30 pm—*Academic Opportunities Fair*, Hall Campus Center Ballroom**

**Nov. 10 - 11 am – 4pm – *CHALLENGE CAREER FAIR*, Kirkley Hotel, Candler's Mt. Rd. Lynchburg register at [www.challengejobfair.com](http://www.challengejobfair.com)**

**For more information on these events, please contact the Career Development and Internship Program at [careers@lynchburg.edu](mailto:careers@lynchburg.edu) or 544-8339.**



### Career Development and Internships

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#### Staff:

Beverly Reid, Director

Scott Robert, Assistant Director and Internship Coordinator

Teresa Gunter, Administrative Assistant for Academic and Career Services

Gwen Mills, Administrative Assistant for Academic and Career Services

## WHAT 'S YOUR PLAN?

As you move towards the end of your career as students at Lynchburg College, you will need assistance from Career Development in your job search or graduate school process. We are here for you.

**Call 544-8419 to schedule an appointment today to sit down with Bev or Scott and discuss your plan.** Even if you are not sure what that plan is yet, we can help you define steps that will get you to where you want to be.

Once you leave LC you are still a part of this community, and we will still work with you as you progress in your career. We look forward to working with you now and for years to come.

Also you will be registered for extra job opportunity emails from our office when you register on [www.career15.com](http://www.career15.com). See Bev for more details.

## Online Job Search Resources available...

**CAREER15** [www.career15.com](http://www.career15.com) only accessible by students and alumni of the fifteen Virginia Foundation of Independent Colleges (VFIC). This private college network has job and internship listings, networking with recruiters, and important job search resources provided by the companies who are in partnership with the VFIC.



**EmployOn** - see the EmployOn link at [www.lynchburg.edu/x511.xml](http://www.lynchburg.edu/x511.xml) brought to you by LC's School of Business and Economics this site is only accessible by students and alumni of Lynchburg College. A comprehensive site for job and internship listings for all majors. This is not your average job search site, but a "webcrawler" that can find jobs on any kind of web site, and match it to the skills you list. You don't have to know what job title you want, just the skills you have! Try it today!