ISCOM Minutes (10-13-14)

Guest speaker: Kate Phelps – Internship and employment team for career center (liaison for IS majors).

- Career Center

- Technical resume in 7 min

- Importance of internships

- How to utilize UMBCworks

- LinkedIn (for the next five years, it will be extremely important to use this website in place of resumes for transition careers).

Internships and employment strategies

- Resumes, cover letter

- Interview preparation (prepare for the interview), recommended to have 60 minute session of mock interview.

- Internship, Co-op, research notation PRAC

- Drop-in Counseling

- Career Assessment (Focus/Compass)

- Career and major exploration

Recruiting and networking

- Project

- On campus interview programs

- Diversity recruitment event

- Internship success conference (made for Freshmen, Sophomores, and Juniors)

Resume

- Gather a list of (but not limited to):

1) Relevant courses

2) Experience

3) Projects

- Create action verb oriented statements.

- How much information should be in resume to show?

Objective: does not have to be included in generic resumes, but use only for specific positions.

Resumes – focus on the same positions, customize/tailor the resumes for each requirements on resumes.

If no resumes are approved in UMBCworks yet, visit career center for approval of resumes.

Employers want

- Strong communication skills, technical and spoken.

Common mistakes that candidates made:

- Typos/grammar

- Long 2+ pages of resumes

- Passive verbs (-ing)

- Too many buzz words

- No explanations of skills or accomplishments

- Missing info

- Fancy fonts/formatting

Note: Times New Roman is hard to read on computers from recent years, recommend to use other fonts such as Georgia.

Why internships?

- Experience

- Something productive

- Foot on the door to a full-time job

However there are less open fall job positions than the Spring. Those who have jobs got customized resumes, experience, and so on.

Don’t look over early deadlines, especially USAJobs because there are known to cut off applicants from applying once an agency have received the maximum amount of applications allowed. Sometimes 24 hours later after the opening of the job position.

Job seeking websites

- UMBCworks

- USAJobs

- NACELink

- Indeed.com

- internships.com

- internshipking

Networking events:

- occurs every Wednesday, usually from 11am to 2pm.

- Diversity recruitment event

- 30 second commercial (show yourself to the employer the skills and experience).

- Do a follow-up.

- Email address when given by the employer (unless instructed to not send e-mails).

LinkedIn is a professional website for:

- Alumni

- More important than resumes

Most companies looked at the candidates name at the search engine, you should search yourself on Google, Bing, and Yahoo search engine every three-six months to see your profile.

Make sure your public Facebook page is good, depending on the company, they will look into your profile.

Interviews TIPS 101

- Research

- Practice

- Prepare STAR

- Conduct a mock interview

- Get a good night sleep

- Be confident

- Google Resume

On the road – visits a company and learn career opportunities.

Summary

- Discussed opportunities with the guest speaker regarding internships and employment.

- Asked questions about clarification of the employment process.

- Countered LinkedIn and discussed the importance from resumes in the near future.