

CBAT Career Services: Candid Advice from an Alum

- 1) **MS Outlook:** *Microsoft Outlook email is incredibly important in today's business environment. Students should know how to draft a proper email with correct subject lines, signatures, etc. An employer expects a new employee to know how to properly draft an email.*
- 2) **Job Boards:** *Know how to apply on career sites such as Indeed, Glassdoor, or ZipRecruiter and how to write resumes to reflect the positions being applied for. A lot of recent graduates only make one resume, and use it to apply to all sorts of positions. **Resumes need to be crafted specifically for the position they are being used to apply for. Key words in the position description should be reflected on the resume.** Many large companies are using career sites to find employees. Students should know how to apply on and navigate these sites.*
- 3) **Staffing Agencies:** *Turnover is always a problem when hiring a recent graduate, and many major corporations are using staffing agencies to fill entry level positions. Why? Quite often, corporations avoid paying unemployment and it frees up their HR departments to focus on other things. Students should research staffing agencies and get their names in the agency's systems as early as possible. Applying to a staffing agency could prove to be more beneficial than applying to a specific position, and some companies convert temp employees to full-time.*
- 4) **Interview preparation:** *Students need to know what employers want to hear and what turns them off from a candidate. I have learned some lessons about interviewing the hard way. One example would be when/how to discuss salary when negotiating for a position.*
- 5) **The Degree:** *Just having a degree isn't enough. Having a college degree is very important, but employers want to see that students have relevant, practical hands on experience. Internships can be a life saver. Getting experience early on can save a recent graduate a year or more working an entry level position. In the 80's and 90's, having a degree basically guaranteed a recent graduate a position. This doesn't necessarily apply anymore. **Employers want experience along with a degree.***
- 6) **Networking:** *The importance of networking while in school is pivotal. Having contacts in the professional world can be the difference between employment and unemployment. While in school, one should network as much as possible to make those contacts that might be so important later on. I did my fair share of networking while at ETSU, but looking back I wish I had done so much more. ETSU is a great school with an extensive alumni network, and students need to realize what an important asset that network can be.*
- 7) **Career Planning:** ***Start planning for your career while in school.** Don't wait until after graduation to start looking for a job. Finding a job that lies along one's preferred career path can take a long time. A recent graduate might even find themselves taking filler positions while they look for their dream job. This can slow down one's preferred career and even postpone it.*
- 8) **MS Excel:** *Microsoft Excel projects are so important. CSCI taught me a bit about Excel, and I had some Excel projects in the graduate program, but take opportunities to learn more. **Nearly every interview I have been to in the past six months has had a question involving Microsoft Excel.** The most common question I encountered: "If you were to teach a class about Excel, where would you start and how much of the program could you teach?"*