There’s no time like the present to begin your job exploration!

Survey shows it PAYS to start the job search early

According to the National Association of Colleges and Employers Graduating Student Survey over 70% of students graduating in 2007 had already begun searching for jobs before graduation. Of those students, over half of them had already accepted offers for the job they would take after graduation.

Starting the job search early - What’s in it for you?
This survey suggests that beginning the job search early can have very positive results in obtaining employment. According to NACE, “Students who got full-time jobs were more likely to have used their college career services and its resources than those who skipped over and went directly to the employer.

Lindsey Pollak has experienced the world of work as a writer, editor and speaker, but getting to her current state of success was not easy. In Getting from College to Career: 90 Things to Do Before You Join the Real World, Pollack discusses her own experience of navigating between college and career and the experiences of many other successful professionals. This book provides step-by-step instructions to beginning your own path to a career that you can be truly passionate about. Pollack admits that the road is not easy and there is a lot of work involved, but the wide variety of advice found in this book can ease the way. Here’s just a small sample of Pollak’s advice for beginning the search for a truly satisfying career:

#11 Upgrade to grown-up contact methods.
The road seems to the “potential employer” that they are contacting another professional. E-mail addresses like KegMan and LittlePrincess or voice mail messages that are too personal do not exactly inspire confidence. Reassess your voicemail, e-mail address, and e-mail signature to make them something more professional.

#27 Relax. A job is not a soul mate.
The perfect first job may not be available, and searching for it is “a great way to stress yourself out.” Instead focus on a looking for a job where:

- You will have a great boss.
- You will totally enjoy what you are doing.

#36 Work some new rooms.
Attend professional conferences and networking events. Look for opportunities with your professors, in local newspapers, on Craigslist.org, through professional journals or organizations, in bookstores and at www.unr.edu/educ/coecareers.
#52 Fail. The work world is not easy. Learn now to get the help you need to move on and keep going. Once you have some experience you will know how to recover the next time. “Real failure comes from never trying something in the first place.”

#62 Watch the top ten greatest American movies of all time. Increase your cultural IQ. In job interviews you are expected to have a certain amount of awareness about the world around you – this is a fun place to start.

## Ending the full-time search for the perfect part-time job

Let’s face it, if you’re a student you’re probably very busy. And if, in addition to attending classes and completing coursework, you are interested in finding a flexible part-time job to supplement your income, you’ve probably already realized that you don’t have very much time to dedicate to a job search. We understand that part-time job seekers need fast and simple ways to find jobs so we have a suggestion for you: how about becoming a substitute teacher! If you have just one day a week free, then this might be perfect. Plus you’ll gain valuable experience you can put on your resume.

## School districts weigh in on the merits of substituting

**CARSON CITY SCHOOL DISTRICT SUPERINTENDENT:**
Pre-service teachers should take advantage of the tremendous educational experience of working as a substitute teacher. As such, undergraduates are exposed to and learn from the real-life drama, excitement, and every-day occurrences that exist in schools. Because the job of being a substitute teacher is to carry out the typical duties of an absent teacher, undergraduates have the opportunity to witness and experience what it takes to manage a classroom. Another interesting benefit of being a substitute teacher is having the opportunity to practice the theory learned at the university with real-life applications. Because substitute teachers are asked to work for many different teachers, there is a great opportunity to be exposed to multiple methods, lesson plans, best (and worst) practices, activities, students, and staff. Each and every assignment introduces the substitute to an amazing variety of processes and people associated with school operations. Aside from the benefits described thus far, being a substitute teacher could likely assist you in landing a job. If the substitute’s skills are good and the work experience has been positive, the building principal will take notice. Even if no vacancy exists in the principal’s building, the substitute teacher will have established a valuable contact that can and will make employment recommendations to colleagues. Lastly, if you can arrange your college schedule so you have days with no classes, substitute teaching is a great part-time job. Due to the shortage of fully qualified and licensed substitutes, you can likely work as often as you are able while providing a much needed service for local schools. Consider taking advantage of opportunities awaiting you as a substitute teacher. There is no better way to experience many of the actual work-related events within your chosen field than working as a substitute teacher.

**DOUGLAS COUNTY SCHOOL DISTRICT:**
Subbing is a great entryway to a teaching job in Douglas County. Principals and teachers in DCSD have quite a bit of input over who is hired for teaching positions. They quickly get to know the competent and reliable subs in the District and often recommend them for positions. Substitute teachers learn the expectations for DCSD, have the opportunity to attend our professional development opportunities, network with teachers and principals, and therefore are top candidates for hire. Please consider a substitute teaching job in Douglas County!

**WASHOE COUNTY SCHOOL DISTRICT SUBSTITUTE SERVICES COORDINATOR:**
The Washoe County School District is always in need of qualified substitute teachers to assume the duties of absent teachers. As well as the many rewards they receive through teaching Washoe County’s future generation, substitute teachers love the flexible working schedule and the ability to select the school or subject/grade of their choice. Jobs are posted on an automated dispatching system (AESOP). Assignments can be booked for the next morning or months in advance. If you are seeking future employment as a teacher in the district, substitute teaching is a great opportunity to demonstrate your teaching skills to administrators who do the hiring. Make a difference in a child’s life, become a Substitute Teacher!

## Student spotlight: Warren Zinser’s tips for part-time jobs

There are many options in finding a good job that will keep you in the teaching field, pay you very well, and give you flexible hours. The first option you have is the most overstated option and, in my opinion, the most overlooked. Getting a substitute teaching license is easy. Go to the Office of Field Experience and they will lead you in the right direction. Also, getting a substitute teaching license will allow you to substitute teach at any school in Washoe County, including charter and private schools. Washoe County pays $85 for a six hour day of work, and $42.50 for a half day of work. This adds up to be about $14 an hour. Having a substitute teacher’s license doesn’t only allow you to substitute teach, it also opens the door to a whole other arena of jobs that are available for teachers.
Tutoring is something future teachers should be aware of. No, you do not have to be an expert in a certain subject to be a tutor. Some companies provide the curriculum for you and train you in the content that you will be required to teach. The employers these days are so desperate for tutors that some of them are willing to give paid training on how to teach their curriculum. There is nothing out there quite like this. The reason why having a substitute teacher’s license is so important in this case is the fact that many employers will hire you ahead of other people if they see that you are a certified teacher. In my experiences there have been a few tutoring places where I have been hired on the spot because I have had my certification. Their philosophy is easy. If Washoe County can trust this person to teach, I can trust this person to tutor. A tutoring position opens many doors for a student going to college. It looks good on resumes and the hours are very flexible. You basically tell the parent or company your hours of availability and they will work around your schedule. There is a very high need for tutors, especially with No Child Left Behind being enacted. I have been paid as little as $15 an hour all the way up to $40 an hour to tutor students. These jobs are great if you know where to look.

The last thing I need to talk about is where you can find these jobs. The first place to look is on every bulletin board around UNR. This seems very easy... Well it is! This is a prime place to find people or companies to tutor for. The next place I would look is on craigslist.com. This website offers many jobs. If you just click on the education tab under jobs, there are postings for tutors every day from companies and parents. Another place where I see a need for tutors is in the newspaper. People actually put ads in the paper to get their children tutored. The last place to find teaching jobs is on the UNR website. Simply go to the homepage, click on jobs. On the next page you see click on the students tab. This will bring you to a page to login. Getting a login name is free and easy. Once you get set up and log in, you will find that you have access to about twenty to thirty job openings a day. Most of these have flexible hours, because they are looking for part time college students to fill these openings. Also, a lot of these jobs are geared toward teaching and tutoring.

Using some of these tips can help you get a good job in education while you go to college. Don’t wait until you are a full time teacher, do it now! This will get your name out there among the schools and provide a high paying, low stress job to work at while you are in the college of education. Good luck with your searching!

For many of you, getting a part-time job this semester is on your Top Five list of things to do. To help you along with the process, we are suggesting several great opportunities currently posted on the COE Online Job Board. Examples include: before and after school program, athletic coach, substitute teacher, bus driver, teacher’s aide, and more.

**Career experience ladder:**
- Step 1: volunteering, part-time jobs
- Step 2: practicum’s, internship
- Step 3: career positions, graduate school

There is no time like the present to add pre-professional experience to your resumé so begin your job search now. Employers are waiting to hear from you. If you aren’t ready, they will find someone who is!

How are employers currently advertising job openings? The answer in today’s world is ONLINE. The internet, as one might guess, has become a primary vehicle to search for jobs and volunteer opportunities. Here are a few things to keep in mind when completing an application online...

**Making your online application stand out**
The National Association of Colleges & Employers (NACE) conducted a survey of employers asking them how candidates could make their electronic applications stand out above the rest. Some of the suggestions offered are:
- Follow directions. Be careful to enter the correct data in the correct field. Errors such as wear/where principle/principal, duel/dual, and their/there are all too common.
- Ask for advice on completing the application from someone who works at there.
- Tailor your application information to the position. Don't copy and paste text from your generic resumé.
- If the school or organization offers an optional assessment test (i.e. personality inventories, ethics questions, etc.) online, take it. One employer recently admitted that students who don't take the optional assessment test are automatically screened out.
- Follow up your electronic application with a personal e-mail to the employer. A follow-up phone call is acceptable unless otherwise stated.

**Use key words or “buzz words”**
Because employers can search for candidates by keywords, be sure to include various terms that are relevant to school personnel and specific positions you are applying for. You may want to include specific words from the job descriptions themselves, so that employers can easily find your resumé in a search.
Remember your childhood when you seemed to have hours of unstructured time during which you could day dream and play let’s pretend? This semester is a wonderful time for Career Exploration, Discovery and Reflection on your future! Use your imagination! Visualize yourself doing some of the many occupations and careers you encounter. It’s time to explore various career options and here are a few ways to begin your career exploration early.

Methods for Exploring Yourself
Career Exploration often starts with increasing awareness of your interests, values, and personality preferences. These often serve as spring boards for the journey through the world of Careers and Academic Majors.

Answer these questions:
When I was five, what did I want to be “when I grow up?”
When I was in high school, what did I want to be “when I grow up?”
Now, what do I really want to be?
What kinds of careers have my parents, friends or teachers suggested for me?
What kinds of careers might my hobbies or previous jobs suggest for me?

Methods for Exploring Careers and Academic Majors

Road Trip
Take a “road trip” to various career destinations. Explore new ideas and continue to examine old ones! Use both zoom and wide angle lenses to help you notice things about the careers you explore… uncover information that appeals to both your sense of detail and your imagination of the big picture.

Planned Happenstance
Take advantage of the unexpected." Think of indecision not as a problem but as a state of planful open-mindedness that will enable you to capitalize on unforeseen future events”. We often stumble upon our passions. We try to figure them out but life often gives us unexpected opportunities to discover them. Passions, or our yearnings to throw ourselves into some activity, relationship, major or career, frequently present themselves in unplanned ways.

Develop exploration-related skills
Develop five skills to recognize, create, and use chance as career opportunities. The following skills help you to begin the process of career exploration!

1. Curiosity: Exploring new learning opportunities
2. Persistence: Exerting effort despite setbacks
3. Flexibility: Changing attitudes and circumstances
4. Optimism: Viewing new opportunities as possible and attainable
5. Risk Taking: Taking action in the face of uncertain outcomes

Take Perspective Breaks (Dr. Richard Chang)
As you engage in the process of discovery, continue to take perspective breaks. Do things that offer you varying views of your life:

- Reading - novels or biographies, fiction or nonfiction – can expose you to new ideas and new frames of reference.
- Traveling requires you to ponder what is meaningful at home and in the new places you see. Reflect on what you see, journal your reactions, send yourself postcards about your discoveries.
- Watching plays and movies, attending festivals, concerts, celebrations or taking solitary walks can help you see the world and your life in new ways.

Informational Interviews with Family & Friends
Career guidance experts often encourage people searching for a career to set up an informational interview with someone in the desired profession. What is an informational interview? The word interview, alone, might be so intimidating that it keeps a person from pursuing this effective method of career exploration. So -- let's forget about interviewing; let's just have a conversation with someone in a career of interest!

1. What are the benefits to you?
   - Gain information that is first-hand and current.
   - Learn about a variety of ways individuals have pursued careers.
   - Find out the positive and negative aspects of a major or career.
   - Learn what actually happens in a job day-to-day.
   - Gain some idea of the future prospects of a major or career.
   - Enhance your self-confidence by becoming comfortable with interviewing.
   - Expand your network of contacts.

2. How do you arrange an informational interview?
   - Identify several careers (professions, jobs, occupations) you want to learn more about.
   - Identify several people in these careers you would like to TALK to.
Contact these people, explain you are interested in learning more about their particular career.
Telephone directly using a prepared statement of your intent.
Send a letter or email stating your intent and make a follow-up phone call.
Make sure they understand you are gathering occupational information and you are not trying to interview for a job. Always tell the person you wish to interview them. (Example: “I am a college student trying to learn more about……”). Emphasize that you are asking only for information about the occupation and the job and that you need only 20 to 30 minutes of his/her time for a meeting at his/her convenience.

3. What questions should you ask?
- How did you decide to work in this field? For this school district or organization?
- What skills do you typically use? Is there an opportunity for professional training?
- What are people like in this career? What interests do they share? What are their personality traits?
- How much do you travel?
- Do you need to relocate for advancement?
- What is a typical workday like? A typical week? A typical year? Are there varied assignments or are the assignments similar and routine?
- What do you like most about your career?
- What do you like least or find the most challenging? What would you change?
- Do you work under a lot of pressure? Is that expected?
- How many hours per week do you usually work? Is it common to take work home? Is overtime common?
- Are you involved in professional or civic organizations?
- What is the best way to enter this career?
- Can you recommend other people I should talk to?
- Would you pursue this career again? Why or why not?

4. How do you evaluate the information?
- Immediately after an interview, “debrief” yourself by writing the name and address of your interviewee plus the answers to the following questions:
  - What positive and negative information did I learn?
  - How does what I learned fit my skills, values, and interests?
  - What else do I need to know? Who else do I need to talk with?
  - What is my next step or my plan of action?
  - Important Reminder: Send a thank you note for their time…A special touch that provides a very positive and lasting impression of your conversation.

Volunteer at a place of interest
If you want to learn more about school or organization, one of the best methods is to volunteer! While obtaining first-hand experience, you are also making great connections within the industry.

Job shadowing
You can contact employers to ask about available job shadowing opportunities, where you accompany an employee through his/her routine work day. This type of experience can help expand your perception of a school or organization, while giving you a more complete feel of the culture of that workplace. Shadowing a professional will likely consist of:
- a tour of the school or organization facilities
- introductions to other professionals (a great networking opportunity!)
- observations of the day's typical activities
- Remember that this is an excellent opportunity to ask questions of experienced professionals.

Get a part-time job
Many employers have various part-time employment needs. For example, how about becoming a substitute teacher! Not only is a part-time job a great way to make some extra cash, it can also be an opportunity to gain some important transferable skills. Quintcareers.com describes transferable skills as "skills you have acquired during any activity in your life -- jobs, classes, projects, parenting, hobbies, sports, virtually anything -- that are transferable and applicable to what you want to do in your next job." A part-time job will help you develop the following five major categories of transferable skills so you are more prepared for work after college:
- Communication Skills
- Human Relations/Interpersonal Skills
- Organization, Management, and Leadership Skills
- Research and Planning
- Work Survival/Satisfaction Skills

Use your free time, curiosity, and imagination wisely..., explore careers and academic majors! Ask questions of yourself and others, and gain inspiration from mentors, road trips, friends, parents, books, movies, music and the beautiful weather! Remain
open to new ideas and unexpected experiences and have fun! If you would like to connect to various employers recruiting students like you, go to www.unr.edu/educ/coecareers.

Online Job Board going on now

If you're looking for a part-time job this semester, then we have the perfect solution for finding it. The COE Online Job Board will provide you with online 24/7 access to jobs. If you're looking for a job fast, you won't want to miss this. Whether you get the urge to go job hunting at 3am or 9am, the COE online Job Board will be there to provide you with a large number of employer contacts for getting a good job.

What happens on the COE Online Job Board?

- Upon going to the COE Job Board, you will see a number of employer logos. Each logo represents a variety of job possibilities! The logo is linked to the employer’s website for a list of all jobs being sought by these various employers.
- Just click on the employer’s logos to see what’s available and figure out which jobs really interest you, and then follow the application instructions.

Why use the COE Online Job Board?

- The COE Online Job Board is intended to provide you with a quick look at jobs that employers are recruiting for RIGHT NOW!
- The COE Online Job Board focuses on jobs for school personnel and there are a wide variety of jobs to choose from.

What are the advantages of part-time and full-time jobs?

- You may get to work in a field that is closely related to your major and career goals, learn about various school cultures and explore what jobs you enjoy and which ones you don’t care for.
- You have a chance to build your network of contacts outside of college. Remember -- seek out the job that makes the most sense for you!
- Not interested in working right now? How about volunteering at your neighborhood school?

Teach for America and become part of the solution

As you complete your undergraduate studies, you are likely considering your different career options and weighing them against your long-term goals. You may be looking forward to graduate studies or be headed for a job with a local school district or organization. But have you considered addressing the issue of educational inequity, one of our nation’s greatest injustices, as a Teach for America teacher in a low-income community?

The Problem

As a nation, we are failing to provide students in low-income communities with the education they deserve. In 2005, the National Assessment of Education Progress found that nine year-olds growing up in low-income communities were already three grade levels behind their peers in high-income communities. By the time they are in high school, the disparity is even worse and as a result we have a large population of students without the fundamental skills and knowledge needed to succeed in most careers. Of the 13 million students growing up in low-income communities, only half will graduate from high school, and those that do will, on average, read and do math at the level of eighth graders in high-income communities. This has nothing to do with students’ abilities, and everything to do with the educational opportunities we provide for them. Despite this harsh reality, there is evidence that students in low-income communities can and do excel when given the opportunities they deserve.

Become Part of the Solution

Teach For America is the national corps of outstanding recent college graduates who commit two years to teach in urban and rural public schools and become lifelong leaders in expanding educational opportunity.

“I had heard the statistics about the inequalities in education, but stepping into my own classroom made me more aware of the situation. In my 6th grade classroom, I had 11 and 12 year old students who were still struggling to get through 2nd grade material. The issue was very real, but so was the solution. I was able to work with my Teach For America program director to push my students to our ambitious classroom academic goals. One student in particular, Albert, started the year reading on a 2nd grade level and tested on a 5th grade level at the end of the school year.” – Rosemary Rogers, 2004 Phoenix corps member.

Beyond their impact, Teach for America members also report that they build a host of skills, including leadership, organization, problem-solving, and communication skills that are applicable in any profession. Furthermore, our alumni state that when they have moved into their long-term career, they have been armed with a deep understanding of our nation’s disparities and are better positioned to impact issues of educational inequity in their own community. As you consider your career choices for next year, think about the impact you could make as a leader in the classroom. To learn more and apply go to www.teachforamerica.org.
Thoughts on Academic and Career Choices

What am I doing with my life? That’s quite a question! Come on, even if you totally have your act together, you’ve probably pondered this important question at least once. Guess what? Even if you’ve discovered a satisfying answer, you’ll eventually ask the question again; once your original goals have been attained, new goals are identified, and your life roles and priorities change. Don’t worry; we’re not forgetting those of you who are still working on the answer for the first time!

So, even though we all ask the BIG question, we arrive at different answers, and how we discover the answer is usually done in our own unique way. One thing college students likely have in common, however, is discovering that life’s decisions related to academic and career choice can be complicated. Why? Think about it, the human being is complex and complicated! We need to take into consideration so many factors: our values, interests, skills, personality attributes, the influences of family and culture, preferred styles of decision-making, levels of maturity and all sorts of other “stuff”! Like we said, it gets complicated!

To simplify things, consider some proven activities known to help people faced with academic and career choices. Complete the exercise below to determine what activities you want and need to engage in.

<table>
<thead>
<tr>
<th>SUGGESTED ACTIVITIES</th>
<th>HOW TO GET STARTED</th>
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<tbody>
<tr>
<td><strong>Self-Assessment Activities</strong>&lt;br&gt;Identify academic/career interests, skills, abilities and values.</td>
<td>Talk with an advisor&lt;br&gt;Select two or three academic or career options</td>
</tr>
<tr>
<td><strong>Academic and Career Exploration Activities</strong>&lt;br&gt;Having identified two or three possible academic/career choices, locate resources and information to assist in decision making.</td>
<td>Research and gather information on your various academic and career options&lt;br&gt;Review and check out books in your areas of interest&lt;br&gt;Conduct information interviews with students, peers, faculty or professionals in areas of interest&lt;br&gt;Become involved in Campus Activities and Organizations</td>
</tr>
<tr>
<td><strong>Reality Testing Activities</strong>&lt;br&gt;Evaluate and affirm an academic or career choice by gaining experiences through classes, undergraduate research, job shadowing, volunteering, or working.</td>
<td>Experience the everyday realities of your choices:&lt;br&gt;Seek part-time employment&lt;br&gt;Locate and participate in volunteer opportunities&lt;br&gt;Locate a research opportunity in your academic major&lt;br&gt;Approach a professional for Job Shadowing&lt;br&gt;Evaluate the pros and cons of your decision based on your experiences. Go back to Exploration if necessary</td>
</tr>
<tr>
<td><strong>Committing Activities</strong>&lt;br&gt;Commit yourself to an academic or career decision by pursuing professional level employment or graduate study.</td>
<td>Pursue professional level employment:&lt;br&gt;Attend the spring COE Career Fair or search the COE Online Job Board&lt;br&gt;Write a résumé, have it critiqued at <a href="mailto:coecareers@unr.edu">coecareers@unr.edu</a>&lt;br&gt;Practice Interviewing&lt;br&gt;Apply for positions&lt;br&gt;Pursue graduate study:&lt;br&gt;Take required admission tests&lt;br&gt;Complete applications</td>
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Just remember, resources and activities will involve people as well as printed material found online and in journals and books. In addition, we have the “people” part of the equation too - just email coecareers@unr.edu to meet with someone about your career choices.

**Is graduate school in your future?**

Preparing for graduate school requires planning and persistence, and we’re here to help!

**Schedule an appointment with your advisor** to discuss plans for graduate study, set up an action plan, and review details of the application process. Your advisor may also give you suggestions for interviewing if that is required in the application process.

**Critique Services:** Writing the personal statement is often one of the most challenging components of the application process. To assist in this endeavor, COE Career Services will review statements and provide feedback for students’ resumes for graduate school.
If you know what this means, then you’re probably on Facebook, bebo, TagWorld, MySpace ... or maybe Friendster. For anyone who is addicted to sites like these, rest assured you’re in good company. These sites are a lot of fun -- you meet people you may not have known otherwise, get creative with your profile, market yourself professionally, find others with the same interests or classes, create a large network, and it’s an inexpensive way to share journal entries and blogs with family and hundreds of your closest (and maybe not so closest) ... friends. In whatever ways you use these sites most, there are a few things to keep in mind.

What do these people have in common?

- Students share class information without the professor’s permission, breaking the school’s Honor Code.
- College students invite the Campus Police Chief to a party – the Chief shows up and breaks up the party.
- College student applies for a job and the employer rejects him due to displays of poor judgment.

They all used one of the aforementioned social networking sites.

Survey responses from new students about Facebook & MySpace (Source: Fall 2006 "Facebook" Orientation Session Survey)

- 90% have Facebook and/or MySpace profiles
- 86% post pictures online
- 86% also have friends that post pictures of him/her online
- 69% have joined a group or groups online
- 66% of these students have their profiles available to everyone
- 33% would be bothered if a parent, professor, employer, school admissions officer, etc. viewed his/her profile online
- 14% have shared their password with someone else
- 11% admit they’ve said something negative about another person, work environment, etc. online

Here are a few tips to help minimize the risks of social networking sites:

1. **Evaluate your profile and ask yourself the following questions**
   - What groups have I joined? Can other people see these groups? What do these groups say about me?
   - What information am I making public (email, phone number, address, AIM screenname?) Is it safe?
   - Do I have pictures in my profile? Am I or is anyone else doing anything illegal, embarrassing, and/or inappropriate in these pictures?
   - Do I want my parents, professors, school administrators, potential employers, or people that don’t know me to see it?
   - If your answers make you feel uneasy, then consider changing your privacy settings and/or altering your profile.

2. **Change your privacy settings accordingly**
   - On MySpace, login and go to "Account Settings", and then select "Change Privacy Settings". Review the options and make the most appropriate choice for yourself.
   - On Facebook, go to "My Privacy" on the left navigation menu and choose your network preferences. (You can exclude certain information from people that aren't friends, including email, groups you belong to, etc.)

3. **Be aware that people might still be able to access your profile through a “friend” or someone in your Network.**

4. **Review what others are posting about you, including pictures.**

5. **Don’t give your password out to people.**

6. **Know that information can stay cached on the internet even after you delete it!** If you already have information on the web that you want to be removed, request that Google remove it.

In addition to identity theft, perhaps the most important thing to be aware of is that potential employers, professors, school officials, and even the police can easily view profiles online, especially if privacy settings are not in place. A profile may feel private, but in reality, if it's on the internet, it's open to the public. The bottom line is: have fun, be safe and think about future implications.

Confessions of a recruiter (book review)

Former collegiate recruiter Brad Karsh talks about the things that employers look for when hiring entry level college students. Karsh offers an "insider's guide to landing your first job" by dishing out a number of strategies to stand out and be noticed by employers.

Karsh covers resumé writing, networking, cover letters, interviewing, thank-you notes, and more. Through a series of "shocking confessions", he clarifies how the application and hiring processes work behind closed doors. And beyond that, he tells you how to become one of the applicants that recruiters say "YES" to!

A few of Karsh's "Shocking Resumé Confessions"...

1. 50% of resumés submitted for jobs are NEVER read. By anyone. Ever.
2. Even if someone does read your resumé, he or she will likely only spend about fifteen seconds.
3. No matter how strong the candidate, poorly written resumés get tossed in the trash can.
The College of Education Career Fair is held near the end of each spring semester in the William Raggio Building. Look for more information at www.unr.edu/educ/coecareers. Also look for our posters outside the main entrances to the building about a week before the COE Career Fair.

You’re not even interning so why should you attend the COE Career Fair?

- Gain experience in speaking with employers
- Develop networking opportunities
- Check out part-time jobs which are resume builders
- Learn about shortage and surplus areas
- Find out about job opportunities in other geographic areas
- Compare salary schedules
- Get ideas about marketing yourself
- Polish your professional presence as you interact with employers