February 12, 1998

# SGA ELECTION PACKETS NOW AVAILABLE

# Pick one up in Moseley 231

## All positions open

# **SGA Elections February 23-24**

## CAREER DIRECTIONS

Career Services Center - 313 E. Haggard Avenue + 584-2538 + Hours: Monday-Friday, 8:00 a.m. - 5:00 p.m.

Sherwin-Williams

## # www.elon.edu/users/o/carcers #

### WHO NEEDS TO REGISTER WITH CAREER SERVICES?

#### YOU DO!

Just because the job market is receiving favorable reviews, do not make the mistake of overlooking valuable resources for your job search. Simply registering your credentials with the Career Services Center can expand your network of possible contacts. You could be searching for jobs and not even realize it! Registration is an easy process and required for participation in certain programs.

What is a credentials file? A collection of materials representative of your qualifications -- several copies of your resume, a data sheet, and an optional reference list. Your signature authorizes our staff to share your information with interested employers.

How does Career Services use a credentials file? The information you provide on your data sheet (skills, type of work preferred, major/minor) and your resume will be entered into our new database. When employers call to announce job vacancies, we can search registered students and forward resumes matching the employer's criteria. This process is called *resume referral*.

Which Career Services programs require registration of credentials?

• On-campus recruiting

- Co-ops
- NCCC Job Fair (Fall)
- Elon College Teacher Fair
- Resume Referral (described above)
- Transition Tactics (3-day career conference for rising seniors)

Sign-up for March Employers - Fe	eb. 23-25 (Mon - Wed) * (Lis	t as of 2/6 - Subject to change)
<u>Company</u> Burlington Industries	Position Summer Intern	Interview Date Thursday ~ 3/5
College Directories	Summer Intern	Wednesday ~ 3/11
The Executive Staffing Group (Contract recruiters for prestigious com	Various Positions panies)	Friday ~ 3/13
Intelligent Information Systems	Database Mgmt.	Monday ~ 3/16
Wachovia Corporation	Retail Mgmt. Assoc.	Wednesday ~ 3/18
Sign-up for April Employers - Ma	rch 16-18 (Mon - Wed) * (Li	ist as of 2/6 - Subject to change)
Company Bell Atlantic (Bell Atlantic Information Session - We	Position Traince ednesday ~ 4/1 - 6:00 PM - St	<u>Interview Date</u> Thursday ~ 4/2 ovall)
Jefferson Pilot Life Insurance (Jefferson Pilot Information Session - T	Sales Rep. uesday ~ March 17 - 6:00 PM	Tuesday ~ 4/7 1 - Moseley 215)
Peace Corps	Info Session Ward Octagon	Wednesday ~ 4/8 Noon - 4:00 PM
EDS	Information Associate	Wednesday ~ 4/8
Federated Insurance	Marketing Rep.	Thursday ~ 4/9
John Hancock (John Hancock Information Session - T	Marketing Rep. uesday ~ 4/14 - 6:00 PM - Me	Wednesday ~ 4/15 oseley 221A)
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\* Watch for an updated list of employers on our homepage at www/elon/edu/users/o/careers

Manager Trainee

Thursday ~ 4/16