

# Upcoming career fairs beneficial to job search

Facilitate the opportunity to network

BY TORRYE JONES  
FEATURES EDITOR

Get your best suit ready. University Career Services officials are planning to host two career fairs, the first of which will take place Wednesday. The first event is Diversity Career Night, which will run from 6 p.m. to 9 p.m. in the Great Hall of the Student Union. More than 60 employers representing nonprofits, for-profits and federal employers will attend, said Marcia Harris, director of University Career Services.

Then from 1 p.m. to 5 p.m. Thursday, the University's largest career fair will be held at the Smith Center. More than 90 employers representing a wide range of job opportunities will attend this event.

Though job fairs might seem intimidating, they can be valuable for students, said Tim Stiles, associate director of UCS.

"It's a wonderful opportunity to meet people, make contacts, get business cards and get insider

information," he said. Stiles said there's something for everyone at the career fairs.

"It spans across majors and across career interests," he said. "It's a great place for people to get started."

Students have to make the most of their time with employers, Stiles said, especially because many of them might only have two or three minutes with some of the more popular employers.

"Students have to think, 'What's my top one or two things that I really want to tell people?'"

UCS coordinates six to eight career fairs each year. A schedule of events can be found on the UCS Web site, careers.unc.edu.

But Harris said that after this week's career fairs, potential employers attending future events will represent more specialized fields, such as nursing, law and education, among other categories.

"If students miss these fairs (this week), they won't have the opportunity to meet with more

than 120 employers in one place again."

In addition to specialized career fairs, an internship fair will be held Jan. 26, 2006, and a spring job fair will be held March 29, 2005, in the Great Hall of the Student Union.

Harris said that before students attend any of these fairs, they should review the handout, "How to Prepare for a Career Fair," which can be found on the UCS Web site.

She said the appropriate dress for seniors and graduate students is professional business attire, while it is acceptable for undergraduates to dress in business-casual style.

Students should make sure to bring several copies of their résumés to hand out to employers, Harris said.

Attending one of the career fairs is a great place for students to start their job searches, Stiles said.

"I feel like if people want to give themselves a jump-start with their search, this is a great way to do it," he said.

"It sets people off on the right foot."

# Crafting a résumé, cover letter

BY KELLY OCHS  
SENIOR WRITER

Two things — besides exams and graduation — stand between students and a job: résumés and cover letters.

But University Career Services has all the help students need to make those documents stand out.

One of the newest services the UCS offers is a résumé program, created by a UNC graduate and now used at more than 15 schools.

"It walks (them) through the process of making a résumé," said Tim Stiles, associate director of UCS.

Optimal Resume provides a set of templates for students to use. The program also has the option of creating a Web site for the résumé.

More than 1,200 students have taken advantage of the opportunity. Stiles said students should keep résumés to one page in length.

"I definitely think just out of respect for the reader and the volume of résumés the reader gets is to keep it to one page."

To do this, students should focus on the most essential information. Most résumés should have five or six sections:

- Contact information at the top.
- A statement that outlines career goals.
- Education.
- Experience.

- Activities and honors.
- Skills.

"That's what I would call a typical entry-level or new college grad résumé," Stiles said.

Despite all the programs and resources that provide guidelines for résumés, many students still make the same mistakes: misspellings, grammatical errors and too strong a focus on high-school activities.

After students have finished their résumés, they need to start crafting a cover letter.

Stiles said most cover letters should be one page long with four to five paragraphs.

The best cover letters start with

a subjective statement about the applicant and go on to support that statement with objective information.

"You don't want to come across as just kind of being a person with all glitz and no substance," Stiles said.

UCS has counselors who can meet with students to review résumés and cover letters. Students can make appointments to see counselors on the office's Web site, careers.unc.edu.

Stiles offers a piece of advice to all applicants: "Students should make sure they stand back and look at both documents and make sure they complement each other."

# Campus, local events offer internship info

BY BRIANNA BISHOP  
ASSISTANT CITY EDITOR

Students looking to find an internship — during the summer or for other times of the year — have both on- and off-campus opportunities to talk to potential employers.

The University holds one main internship fair each year, said Marcia Harris, director of University Career Services.

This year, the fair will be held Thursday, Jan. 26 in the Great Hall of the Student Union, she said.

Harris said there are usually about 60 employers on hand at the fair looking exclusively for interns.

"They'll be there to talk to students and collect résumés from interested students," she said.

She said the fair will provide information for students in a broad range of majors.

"(The employers who attend) range from business organizations to nonprofit organizations, government agencies," she said.

"We pretty much have a broad array of options for students in all majors."

In addition to the internship fair, Harris said career fairs at the University also usually have a few employers seeking interns, though that is not the main focus of those events.

UCS also has an internship database on its Web site in which

students can search for available internships they might be interested in pursuing.

The Web site also provides other services for students looking for internships, including résumé and cover-letter writing guides.

The information can be found by visiting careers.unc.edu/internships/index.html. Students are required to register at the site before they can receive access to it.

UCS encourages students to look for their own internship opportunities as well, by either talking to places of employment in their hometowns or in the Triangle area.

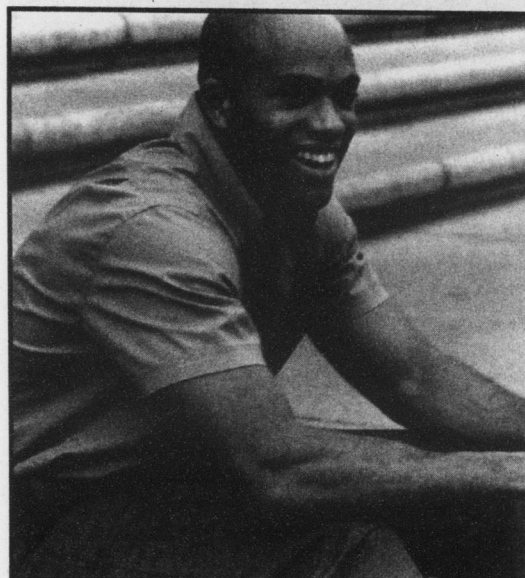
The News & Observer, for example, has an internship fair of its own aimed at future journalists.

Their 2005 Diversity Job Fair is meant to help those interested in a career in journalism meet editors and attend workshops.

The fair has a \$30 registration fee and will last two days. It will take place Oct. 20 and Oct. 21 at the Clarion Hotel State Capitol in Raleigh.

"Our goal is to do something about that need by providing students and young journalists a weekend opportunity where they can be exposed to these fields and get excited about career opportunities in a single visit," the fair's Web site states.

More information about the fair is available at [jobfair.newsobserver.com/aboutfair.html](http://jobfair.newsobserver.com/aboutfair.html).



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Location: 3250 McColl

**Career Fair:**  
Date: September 22, 2005  
Time: 1:00 - 5:00 p.m.  
Location: Smith Center

**Case Interview Workshop:**  
Date: September 29, 2005  
Time: 7:00 p.m.  
Location: 3250 McColl

Bain invites all interested seniors to apply through October 2, 2005. Please submit your resume, cover letter, GPA, SAT scores, and an unofficial transcript through UCS online, as well as, [www.bain.com](http://www.bain.com).

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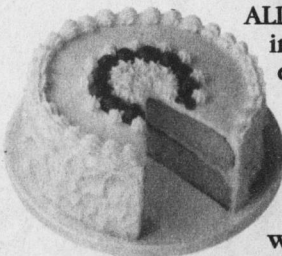
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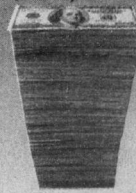


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