



occupation professor

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Quarterly Newsletter

Fall 2013

USING YOUR SCHOOL'S RESOURCES EFFECTIVELY

IN THIS ISSUE

Campus Career Center

Whether you are a prospective student or current student, you have heard someone complaining about the career center on every campus! Why is that?

The tips below will help you make your campus career center work for you!



Utilize technology.

One complaint plaguing career centers is that it is difficult to set up a convenient appointment with an advisor. That doesn't mean the center isn't trying their hardest to get you the information you need. Many career centers have worked to advance their websites, online bulletin boards, and blogs to make their information database as accessible as possible to their students. Look for a similar self-service option at your school. See some of the top schools using blogs for the Career Centers [here](#).

Help them Help You!

If you do make an appointment to sit down with an advisor in your career center, take some time before hand to think out what your ideal job or internship opportunity would be. This will help your advisor narrow down your options.

Providing your advisor with information about yourself that is not on your transcript can also be an incredibly helpful tool for them. Track your school activities, clubs, jobs, etc. in a student resume so your advisor can clearly see your interests, strengths, and achievements.

Manage your expectations.

The career center on your campus is a great tool for you to use when starting your job search, but they are not a job placement service. Those who expect a career center advisor to pluck a job posting out of a stack that is tailor made for them will be disappointed. That being said, this [article](#) does a pretty good job of explaining what you *should* expect from your career center.

Effectively using a Career Center



Navigating Job Fairs on Campus



OP Major of the Month: English



Navigating a Job Fair



One of the best opportunities your Career Center provides to students throughout the school year is Job Fairs.

So, let's say our campus recently announced an upcoming job fair. What does this mean for you? Should you go and what should you bring? At a job fair you will be able to not only learn more about companies you could potentially work for when you graduate, but a unique networking opportunity. The first step to a successful job or career fair for you is doing your research! I know, one more thing you have to study for with all your spare study time, right? But if you can set aside some time to research before the date of the fair, you will be able to navigate the fair with purpose and get more out of it.

You do not want to arrive at a Job Fair unprepared or empty handed!

Your career center will post a list of companies that will be represented at an upcoming job fair. Even if it is a large job fair; don't be overwhelmed. Find 3 or 4 companies in your field that you are most interested in and research their history, corporate structure, current projects, internship availability and current position openings. With this information you will be well versed in those particular companies as well as how you would fit in there.



You'll also want to bring a resume – and plenty of copies. Even if you don't have much or any work experience, you will want to provide your contact information, intended degree, and graduation date.

Want some advice with resume writing? That's something else your Career Center can help you with! Also, try your campus writing center for additional tips.



Be prepared to wait in line! If these are your top choices, chances are they are the top picks for your fellow students with similar majors. The following are some great websites to help walk you through exactly how to prepare for your next job fair:

JobSearch.com

Effectively Attend a Career Fair

QuintCareers.com

Remember, Job Fairs are a great opportunity that your school has organized for you – take advantage!

Interview Skills

Presenting yourself well and making a good, quick first impression is an important because you will be exposed to several different employers in one space, in somewhat quick succession; this is a great time to hone your interview skills. We provided many successful interview tips in our Spring Issue of the OP Newsletter.



For example, one article in that issue covers some of the types of questions you should be asking of your potential employer.

If you missed that issue, you can check it out [here!](#)

Occupation Professor's Major of the Month

E N G L I S H

What can I do with an ENGLISH major?

An English major can lead to a very broad range of occupations including: Journalism, Corporate Communications, Editing, Teaching, etc. As a student, you will want to clearly define your goals and seek the experience and skills necessary to reach those goals. For more information and specific strategies, click [here](#).

What are some of the top ranking schools for an English major?

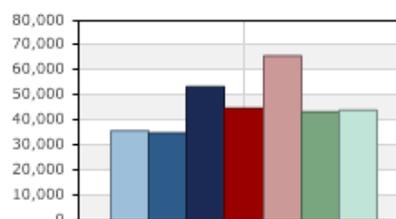
Every college and university will likely have an English major, but here are a few of the top ranking schools for your English degree:

- Middlebury College in Middlebury, VT
- Princeton University, Princeton, NJ
- University of North Carolina Chapel Hill, Chapel Hill, NC
- Amherst College, Amherst, MA

You can also check out schools based on a variety of other rankings through [US News](#) and [The Princeton Review](#).

How much money can I make?

**Median Salary by Job –
Degree: Bachelor of Arts (BA), English Language and Literature**



High School Teacher (10)	\$35,960
Administrative Assistant (10)	\$35,000
Technical Writer (10)	\$53,676
Executive Assistant (8)	\$45,000
Marketing Manager (6)	\$66,000
Marketing Coordinator (6)	\$43,448
Paralegal (5)	\$44,219

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Still trying to decide your major? At Occupationprofessor.com you can take the WPI, a personality assessment, and receive a custom list of occupations suited for you based on your answers to the questions. This will include the field(s) of study or major(s) that will provide you with the necessary educational foundation for your future career.

