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OFFICE HOURS

Monday - Friday
8:30AM – 5:00PM

WALK-IN HOURS

Monday - Friday
3:00PM – 5:00PM

FOLLOW US ON...



GET LINKEDIN

With over 4,000 profiles registered in the Rollins Alumni group, LinkedIn is regarded as a powerful Rollins professional network tool. This group is

UPCOMING IN CAREER & LIFE PLANNING

Seniors, are you Ready to Launch?

A Conversation for Graduating Seniors

Thursday, April 9, 5:30-8:00 p.m.

Dave's Down Under

- Stressed out about graduation?
- Wondering where to start?
- Increase your confidence as you approach this next level in your life!

Join us for Pizza, Ted Talks, & Group Discussion!

RSVP to amwilliams1@rollins.edu

Sponsored by: The Lucy Cross Center for Women and Their Allies & The Center for Career & Life Planning

Deadline: Summer 2015 Academic Internship Registration

Tuesday, April 28, 5:00 p.m.

Although it's still about a month away, don't forget, the deadline for all A&S/CPS and Hamilton Holt students to register to receive credit for a Summer 2015 internship is Tuesday, April 28 by 5:00 p.m. Students should register for an academic internship course by submitting a registration form via FoxLink. The Academic Internship Registration Form is located in the left-hand column under the appropriate student tab (A&S/CPS Student or Holt Student). If you have questions regarding the status of your registration, use the "Checklist" feature available via the registration site on FoxLink. All of the items on your Checklist should be marked complete before the deadline. If your internship position has not been pre-approved to receive academic credit, please follow the instructions on the "Internship Approval Instructions" handout.

WORKSHOP SERIES

Check out our upcoming sessions to get excellent resume writing and internship search tips from staff members in the Center for Career & Life Planning. You do not have to sign-up, just plan to attend a session that works for you!

open to both students and alumni. [Join the group!](#)

Resume & Linked In: Build Your Personal Brand

Center for Career & Life Planning, 170 W. Fairbanks Building, 1st Floor

Thursday, April 2, 12:30 – 1:30 p.m.

Monday, April 6, 1 – 2 p.m.

Friday, April 17, 1 – 2 p.m.

Tuesday, April 21, 12:30 – 1:30 p.m.

Internships: Gain Experience to Get Ahead

Center for Career & Life Planning, 170 W. Fairbanks Building, 1st Floor

Wednesday, April 15, 12 – 1 p.m.

Job Search: Achieve Success After Rollins

Center for Career & Life Planning, 170 W. Fairbanks Building, 1st Floor

Thursday, April 9, 12:30 – 1:30 p.m.

View the [Career & Life Planning Calendar](#) for further details about upcoming workshops and events.

R-CAREER BLOG



8 Habits Every Student Should Master Before Graduation by Caroline Altenbernd

Submitted by Mackenzie Thomas, Marketing Assistant of the Center for Career & Life Planning

While students should always audit and analyze themselves and their progress often, there are some habits that they are best to adapt sooner than later.

All knowledge could be useful for something in the future, and it's always great to have as many skills as possible.

Here is a list of common habits that students should master, improve upon or learn that will be useful throughout their professional and personal lives:

1. Properly speak, write and eat

It is always best to leave a good impression, rather than a bitter mark. In today's digitally-oriented world, many people often seek shortcuts to communications. Shortcuts can actually complicate communications. Extensive word usage should not be disregarded and grammar should be carefully considered.

In any meeting with food involved, it is better for your colleagues to focus on your shared ideas than your table manners. It is also crucial to know how to

properly use tableware and avoid any unnecessary distractions during an important meal time.

2. Deliver a presentation and persuasion

According to a [2013 National Institute of Mental Health study](#), 74% of people in the U.S. suffer from speech anxiety. It is not unusual for the average person to detest public speaking.

Even if your desired career will not involve much public speaking or involvement with large amounts of people, you will still have to deliver your ideas effectively, sell yourself and the perspective you have. Fears can be controlled and managed with willpower and discipline.

3. Teach the basics of chosen major

If you could teach an audience about your major, then you are doing well. The basics of a particular subject should always be the base of any further acquired knowledge. At any point in life, people get asked why they have chosen their paths, and some tips to apply to any other interest. It is good if you can give your personal meaning, and speak based on what you have learned.

Also, with escalated success, there will be opportunities to publish industry-related articles, teach or mentor in educational facilities, speaking opportunities and more. The essentials should always serve as a ground source of principal information.

4. Have a solid base of common knowledge and celebrate curiosity

There will be multiple chances to formulate substantial conversations, and when there is one, it is good to have valuable points, arguments and facts. Absorb the news, expand your sense of people's needs and wants and create an understanding of current situations across the world. Cultivate your ideology. Question everything. Build your opinion, define your values, sharpen your knowledge, read often, analyze things closely and expand your vision. Allow the brain to absorb new information and see things that may have been overlooked.

5. Maintain posture amongst all types of people

Create a personal relationship with people... [Read more.](#)

Blog Post: Altenbernd, Caroline. [Internet]. November 4, 2014. 8 habits every student should master before graduation. Available from <http://college.usatoday.com/2014/11/04/8-habits-every-student-should-master-before-graduation/>

More articles like this on [R-CareerBlog](#)

SOCIAL MEDIA TIPS



Land your dream job through social media savvy

Posted on [USA Today](#) by [Christie Garton](#)

Nearly [43% of employers](#) use social networking sites to research job candidates, making it more important than ever for students to understand what their social channels say about themselves and their professional goals. Although navigating the waters between personal and professional on social media can be tricky, it could be the difference between getting hired and staying unemployed. For students looking to make the most out of social media, follow the tips below to help support your professional ambitions and protect your personal safety.

Build your professional reputation.

Social media is for much more than posting what you had for breakfast this morning. Used strategically, it can support your professional ambitions and attract potential employers.

Start by following businesses and influencers in your industry and keep tabs on trends, news and events – and then, share your own insights. Participate in industry discussions and network virtually with power-players in the field on spaces like LinkedIn and Twitter... [Read more.](#)

Let your personality shine.

While sharing industry news articles on social media can be a great way to show employers you're up on current trends, be wary of looking like a robot by posting too many too often. According to [Millennial Branding](#), 43% of employers consider "cultural fit" a crucial piece of the hiring decision – meaning a lack of personality on social media could potentially raise some red flags.

Sprinkle updates about your interests, like volunteering, sports or your favorite places to study and let your personality shine through...[Read more.](#)

Fear the cloud

Utilize privacy settings on your social accounts, but don't rely on them. Privacy settings can be useful in preventing your younger family members from seeing pictures from your night out, but they aren't a "fix all" solution nor are they 100% reliable... [Read more.](#)

Employers value your social media activity as a potential asset. Be thoughtful about what you're posting and the image you're portraying and you may find your social media addiction lands you a job you love.

Blog from: Garton, Christie. [Internet]. Land your dream job through social media savvy. Available from: <http://college.usatoday.com/2014/12/08/land-your-dream-job-through-social-media-savvy/>

CAREER RESOURCE HIGHLIGHT

Focus 2

A Student Resource provided by the Center for Career & Life Planning

Many students struggle with identifying career(s) of interest. [FOCUS2](#), our online career-planning tool, may clarify one's interests, skills and abilities to increase a focused job and internship search. This resource can help you learn about yourself, explore majors, explore career fields, develop an Action Plan, and make informed decisions about your major or career.

UPCOMING EVENTS & DEADLINES

The Holt Valuation Challenge

Registration deadline is April 12, 2015

The Spring 2015 HOLT Valuation Challenge is offering you a chance to interview for [paid internships and CO-OPs within Credit Suisse HOLT starting from January 2016!](#) The challenge is evaluated entirely on your performance and is open to Bachelor, Master, MBA or PHD students from any university. Differentiate yourself in a highly competitive job market and land a chance at an internship with one of the biggest names in the financial industry.

Your first step into the exclusive HOLT Community is to join the community on [LinkedIn](#) and get an opportunity to improve your finance skills beyond this Challenge. Discover and interact with new companies interested in hiring students with top skills. Register [here](#).

Work It Wednesday

Wednesday, April 15, 4 – 5 p.m.

Bieberbach-Reed Room, Cornell Campus Center

What's your professional digital footprint? Attend this workshop hosted by Career & Life Planning to learn how to market yourself and your on-campus job experience for post-graduation employment, get tips on creating/optimizing your LinkedIn presence, and learn ways to connect and network with prospective contacts.

National AmeriCorps Program Public Allies Central Florida

Now accepting applications

Application Deadline is June 15, 2015

National AmeriCorps Program Public Allies Central Florida is accepting applications. This is a full-time, paid apprenticeship at a nonprofit organization, where young adults:

- Create, improve and expand services that benefit children and youth
- Promote economic development, improve education and address other local needs by working at local nonprofit organizations
- Leadership Development: training opportunities to observe, interact, and learn from civic leaders across Central Florida.

Benefits include earning a \$1,500 monthly stipend, upon graduation, receiving a \$5,550 education award that also applies to some student loans, and Healthcare & Childcare. To learn more about this opportunity and to apply [click here](#).

New events are always being posted! Visit the [Career & Life Planning Calendar](#) for a complete schedule of workshops, networking events, and recruiting sessions being offered during Spring 2015.