

April 13, 2015

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#### CONTACT US

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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

### Student Employment Appreciation Week

#### Student Employee Coffee Break

- Monday, April 13, 8:30 -10:30 a.m., Darden Lounge, Cornell Campus Center

#### Make Your Strengths Work for You!

- Tuesday, April 14, 12:30 – 1:30 p.m., Bieberbach-Reed, Cornell Campus Center

#### Professional Image Project

- Wednesday, April 15, 4:00 – 5:00 p.m., Bieberbach-Reed Room, Cornell Campus Center

#### Creativity Break

- Thursday, April 16, 12:30 – 1:30 p.m., Bieberbach-Reed Room, Cornell Campus Center

For more details about these events, check out [this flyer!](#)

### Backpacks to Briefcases: Visual & Performing Arts, A Student & Alumni Career Networking Event

**Monday, April 13, 4 – 6 p.m.**

*Winter Park Plaza*

Join us for a special opportunity to meet and speak with alumni who majored in Theatre Arts, Music, Studio Art, and Art History. Hear their insights and ask questions about how they prepared for life and careers after graduation. Seating is limited so [please click here to register.](#)

Alumni Panelists include:

- Julie Shatley '08
  - President/Director of Choirs, Orlando Children's Choir
  - Major: Music
- Katy Bakker '07
  - Director, A/K/Art Consulting & Curating
  - Major: Art History
- Spencer Lynn '13
  - Creative Design Services Manager, Walt Disney Imagineering
  - Major: Theatre Arts
- Vanessa Sain-Diequez '05 '06MBA

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

- Director, Social Media Planning & Integration, Hilton Worldwide
- Major: Studio Art

### **Information Table: Dillard's Executive Development/Career Program**

**Tuesday, April 14, 11 a.m. – 1 p.m.**

*Campus Center, Bieberbach-Reed side*

Currently, Dillard's is recruiting for two programs:

1. The Executive Development Program, a 6-9 week paid internship during which students learn how a major retailer operates.
2. The Executive Career Placement program, for graduates who are looking to utilize their degree at an executive level, right out of college! This is a salaried job, at a Store Executive level, beginning as a Sales Manager in one of our stores, then continuing along a career path in continued Store Management, or working in our Buying Office or in a corporate position.

### **Urban Teacher Center: UCF Campus Visit**

**Thursday, April 16, 12 – 3 p.m.**

*University of Central Florida*

The single most important educational factor that determines student outcomes is quality teaching. Urban Teacher Center is a non-profit organization that takes away the unpredictability in teacher hiring by ensuring that every teacher who completes the UTC program is effective. They do so by measuring for effectiveness at each stage of the pipeline. Representatives from the Urban Teacher Center are visiting several campuses this semester including the University of Central Florida. Students are welcome to visit this information and recruitment session. To learn more about this organization, visit their website [here](#).

## **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!**

### **Resume & Linked In: Build Your Personal Brand**

*Center for Career & Life Planning, 170 W. Fairbanks Building, 1<sup>st</sup> Floor*

**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, 1<sup>st</sup> Floor*

**Wednesday, April 15, 12 – 1 p.m.**

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

## R-CAREER BLOG



### Perfect References by Dana Shaw

*Submitted by Julia Larson, Assistant Director of the Center for Career & Life Planning*

Congratulations! You've been asked for your references, which is a good sign that an offer of employment is coming soon!

To create the perfect reference sheet for email or hard copy delivery, here are some helpful tips:

1. *Always* chat with your references before sending them. Check that you have their most up to date contact information. Tell them what the job is about and what the interviewer might be really interested in hearing about.
2. *Never* include personal references for a professional, paid job, unless you're directly asked for them.
3. *Always* include former supervisors, wherever practical. Sometimes your current or most recent manager isn't a practical reference, in which case a former internal client is a decent substitute. An external client will do in a pinch.
4. Your references should look just like your resumé, as if it's your personal letterhead, with your name and full contact information at the top, in the same font and font size as in your resumé.
5. **Include 3-4 references** in at least 12pt *font size*. *See below for more details*
6. You can center or left-justify the list; your choice, but be consistent.
7. Leave lots of white space and even spacing between the references, to make it easy to read.
8. Regardless of the result of the references, be sure to contact them once the competition closes with an update, and to thank them for their time.

For each reference, include:

- First and last name
- Reference-worthy relationship at your former employer (VP, Manager, Supervisor, Colleague, Internal Client, etc. at X Company)
- Their current title
- Their current company
- A weekday phone number where they can be reached
- A work or personal email address

- The best way to reach the person, if you know they're often hard to reach

Having a clean and professional reference letter will present you in an organized, professional light to support your desirability as a candidate. When you're this close to an offer, it's like icing on a cake, and adds to your perceived value to the hiring decision-makers.

**Blog Post:** Shaw, Dana. [Internet]. 1 April 2015. Perfect References. Available from <https://www.linkedin.com/pulse/perfect-references-dana-shaw>

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

## SOCIAL MEDIA TIPS



### **10 Words to Remove From Your LinkedIn Profile (and What to Add Instead)**

*Posted on [the muse](#) by Lily Zhang*

The benefits of making sure your LinkedIn profile stands out from the crowd are obvious, but for some reason there are certain words that everyone, regardless of profession, ends up using.

You can probably guess what they are. To help confirm your suspicions, LinkedIn recently released the top 10 most overused profile buzzwords.

Here they are in order:

1. Motivated
2. Passionate
3. Creative
4. Driven
5. Extensive experience
6. Responsible

7. Strategic
8. Track record
9. Organizational
10. Expert

And, depending on your industry, innovative and dynamic are up there, too.

We can all giggle about how cheesy it is to describe yourself as passionate, but seriously, what can you do if you really are passionate about your field? How do you get that across without sounding like everyone else?

Here are a few suggestions. Hint: It's more about showing people what you're made of than telling them.

### **How to Show You're Motivated, Passionate, and Driven**

Enthusiasm for your area of expertise is a highly desirable trait. It's one of the key things hiring managers look for in new hires, so it's no surprise people want to include it on their profiles.

The problem is, words like "motivated," "passionate," and "driven" aren't just overused; they're really ineffective in getting across your ambition. It's like describing your own career as legendary. It doesn't work that way. You need someone else to say it.

Luckily, LinkedIn already has a built-in function for that—you just need to use it. Request recommendations from managers, colleagues, and clients. In your request, you can even mention that it would be great if they could speak to your drive and motivation. These recommendations will pop up right under your experience, so they'll be front and center.

While you wait for those recommendations to come in, think about the work you do for your industry as a whole. Are you active in a professional organization? Do you volunteer your services pro bono for nonprofits? Did you present at a local conference? Add and fill out optional sections like "Organizations," "Projects," or "Volunteer" to really get the point across that you're passionate about what you do.

### **How to Show You're Creative, Responsible, and Strategic**

While hiring managers care about enthusiasm, the absolute number one thing they're concerned with is likely your ability to actually do the job. [Read more.](#)

Blog from: Zhang, Lily. [Internet]. 10 Words to Remove from Your LinkedIn Profile (and What to Add Instead). Available from: <https://www.themuse.com/advice/10-words-to-remove-from-your-linkedin-profile-and-what-to-add->

## CAREER RESOURCE HIGHLIGHT

### Mock Interviews with Career Counselors

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

As the summer approaches and graduation is soon to commence, many students are preparing to interview for jobs and internships. The Center for Career & Life Planning offers mock interviews to students and alumni who wish to practice their interview skills with a counselor. Students and alumni can schedule an appointment with a counselor by logging on to [R-CareerLink](#) using your FoxLink ID and password. Mock interview appointments must be scheduled a week in advance with resume, job description and company name attached to appointment. Experts recommend spending at least three hours preparing for each interview so it is beneficial to utilize your resources and visit the Center for Career & Life Planning. Being well prepared for a job interview will not only make a good impression on the employer, but also will boost your confidence and help to lower your anxiety. Learn more about different types of interviews using this online [resource](#).

## UPCOMING EVENTS & DEADLINES

### Rollins Housing: Summer 2015 Academic Internships

#### Deadline: Monday, April 27 by 5:00 p.m.

A small number of on-campus residence hall rooms are available to students enrolled in the College of Arts & Sciences or the College of Professional Studies who are planning to participate in an internship for academic credit during Summer 2014. These rooms are available on a first-come, first serve basis and will be offered at the regular summer housing rate (approx. \$100/week).

Interested students should e-mail the following information to Jessica Rager in the Center for Career & Life Planning at [jrager@rollins.edu](mailto:jrager@rollins.edu) no later than **April 27, 2015** in order to request a room for this summer.

1. Name
2. R-Card Number
3. Internship Site
4. Dates of Internship (e.g., June 1<sup>st</sup> - August 3<sup>rd</sup>)

*\* Students must submit their Academic Internship Registration Form to the Career Center via FoxLink and have all items completed on their Registration Checklist before room requests will be forwarded to the Office of Residential Life.*

*\*Once Residential Life has received your information, they will send you a Summer Housing Agreement via e-mail that you will need to complete and submit before*

*your housing is confirmed. Questions? Please call the Career Center at 407-646-2195*

### **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.

### **Peace Corps Campus Ambassador Internship**

**Application Deadline is April 30, 2015**

Campus Ambassadors are university students who work closely with Peace Corps Recruiters to Raise Peace Corps' profile on campus and introduce it to new and diverse student groups. The program offers a prestigious internship-like experience; only the Ambassadors are considered local *experts*, not interns. They know their campus better than anyone, and help Recruiters connect with new pockets. Ambassadors receive training, a t-shirt, and swag, then share their enthusiasm for making a difference through life-changing cross-cultural experiences. To [learn more](#) about these positions, check out this [flyer](#). Interested in applying? Click [here](#) to apply.

### **United States Department of State Job Opportunity**

**Application Deadline May 7, 2015**

The United States Department of State is looking for a Foreign Service Information Management Specialist. The U.S. Department of State is the lead foreign affairs agency formulating and implementing the President's foreign policy and representing the interests of the United States throughout the world. The Foreign Service is more than a job – it's a career. As a member of a diplomatic team, you will not only help to accomplish the mission of the Department of State, but also will be a representative of your country to the people of other nations. Foreign Service Information Management Specialists (IMS) are responsible for the Department's Information Resource Management programs and information technology (IT) systems world-wide. Click [here](#) to learn more about this job opportunity and click [here](#) to learn how to apply.

## **National AmeriCorps Program Public Allies Central Florida**

### **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.***