



W A S H I N G T O N C O L L E G E
career development

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The Holidays are just around the corner. With Winter Break coming up and the end of fall semester looming, free time is about to be at an all time high. So, when you get home, take a few good naps and enjoy some family dinners, then check out the opportunities in your hometown. Networking these days is practically an art form and a necessary skill within the job market (one which the Center for Career Development is prepared to help you hone).

Holiday parties are perfect for gathering information and gaining contacts. Your parents' friends, your friends' parents - anyone with a job can potentially supply you with a wealth of information. Not sure what really interests you? Ask questions. You can learn about everything from the state of a certain field to the type of attributes employers are now seeking. While we wouldn't recommend asking about salary, ask about what a typical day is like or travel requirements for certain types of positions.

When the parties have passed and your money is dwindling, get a head start on looking for summer work and internships. Check in with past employers. Go out to dinner with Grandpa and see if he can set you up with his conveniently wealthy best friend and CEO of (insert important sounding company here). Snowed in? Use the time to work on your resume. Get started now by researching jobs and other opportunities. A recent article on Yahoo informed readers that recruiters are now looking at Facebook to advertise openings. Maybe being Facebook-obsessed isn't such a bad thing.

Every person you meet and every business you enter is an opportunity to make a great impression and to further your future success. As always, you can check out our webpage (<http://career.washcoll.edu>) for helpful info, tips and detailed resources.

Good luck with the rest of the semester.

Happy Holidays!

--- Emily Brown, '10
Career Center Student Representative

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Career Center's

Quick Guide to Networking

(for more information, visit <http://career.washcoll.edu> or stop by the Career Center to speak with a counselor personally)

Identify Contacts:

A “contact” is just “someone who knows someone you know”

Introduce Yourself:

Tell (a) who you are, (b) who you're calling, and (c) what you want. Be straightforward, be direct, be confident and be prepared. Here is an example of a complete 30 second introduction:

“I am a college student majoring in psychology. I am interested in sports administration. I am on several campus committees devoted to promoting and producing sporting events, both intercollegiate and intramural. My ultimate goal would be to land in sports marketing and sponsorship sales, but I am also interested in other areas. I got your name from the alumni office, and I wonder if you would have a moment to speak with me about the sports business.”

Be Professional:

It is always a good idea to make a business card, even if you don't have a business. Put your contact information as well as your major(s), minor(s), and experience in your field of interest.

Utilize Contacts:

You'd be surprised by the number of people you already have on call to help you out in your job search. Take advantage of your resources now by asking a few of these people for help:

Every former employer you've ever had

Every friend you've ever had

Every neighbor, doctor, dry cleaner, hair dresser/barber, coach, etc

Every famous person in your targeted field

Every teacher or professor

Your parents, grandparents, aunts, uncles, etc.

Everyone person you've ever helped

You have easily met thousands of people in your lifetime. Cash in on some favors and get things done with a little help from your friends.

Small Talk:

If you're not quite sure how to get into the questions you really want to ask, start with the easy stuff: small talk. Ask a contact what their favorite birthday was or their favorite place to travel. Questions about sports are often beneficial. Ask about favorite sports teams or what sports they enjoy. Getting to know someone on a more personal level only makes you more memorable when it really matters. A passionate discussion over taste in music might be the thing that gets you remembered.

Sources: “Small talk Starters, Make Small Talk Career Talk”, “The Elevator Speech”, “People Who Want to Help You”, “Informational Interviews”

Networking Opportunities

2008 EMPLOYER SITE VISITS

Each year counselors from the Washington College Center for Career Development in conjunction career counselors from 10 other college members of SLAC (Selective Liberal Arts Consortium) work to coordinate employer site visits during the Dec/Jan break. Site visits allow students the opportunity to get an in-depth look into a number of organizations and work settings, and provide them with an opportunity to establish face-to-face connections with employers. This year's Employer Site Visits include:

- **Maryland State Archives, Annapolis**
- **Agora Publishing, Baltimore**
- **National Aquarium, Baltimore**
- **Johns Hopkins Hospital Peri-Operative Center, Baltimore**

The details for possible additional site visits to Clarke Construction and the National Geographic Society are in the making.

Please visit :

<http://www.salisbury.edu/careerservices/slac/SiteVisits/Registration.htm> for detailed information on site visits and to register.

Registration Deadline: December 24, 2007

Recruiting Events

ENTERPRISE -- Thursday, December 20, Terri Morris, Recruiting Manager from Enterprise Rent-a-Car will be in the Career Center to conduct interviews. For more information on careers with Enterprise, please visit: [Enterprise Careers](#). To schedule an interview, please call the Center for Career Development at ext. 7890.

CALL FOR IDEAS/CONTACTS

The **Washington College Annual Career Fair** is slated for **Wednesday, March 19** in Cain Gymnasium. Since its inception three years ago the event has steadily grown and our hopes are high for hosting a record number of employers this spring.

One indication of its continued success is that we already have 10 employers registered before for the spring event and we haven't even sent out invitations!

Is there an employer/organization you would like to invite to Washington College's Career Fair? Do you have contact information for any potential Career Fair participants?

Invitational letters will be going out very soon! Please send any contacts you might have to Employer Relations Program Director, Ann Atwater Bourne at abourne2@washcoll.edu.

Happy Holidays

From the staff of the

Washington College Center for Career Development

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The Career Center eNewsletter is produced on a monthly basis throughout the academic year.
If you would like to receive hard copies of the newsletter, please call 410-778-7890.

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