

Reasons to Register for Hiram CareerNet

1. Gives you the ability to see all of the internships, full-time, part-time and summer jobs that are especially soliciting Hiram College Students
2. Allows you to post your resume for the Career Center to review and for employers to see (with your permission of course)
3. Tells you the who, what, when, and where of all Career Center events.

Visit www.hiram.edu/career and follow the links to Hiram CareerNet to register.

Researching Careers

When researching a career, it is important to remember that some require a specific major but many more do not.

Because this is the case it is important to take your skills and abilities into account as well as your major.

Job shadowing and interning are a great ways to get to know a career. They allow you to experience all aspects of the career and are much more likely to lead to a rewarding career that you love.

Talk to professionals or alums in your prospective field. They know what the career will entail better than anyone else. Don't miss an opportunity to ask questions or get advice from them.

For more information on researching careers visit www.hiram.edu/career and follow the researching careers link.

NeoIntern.net

NeoIntern.net is run by a consortium of colleges and universities in Ohio that are focused on connecting students with internships in Northeast Ohio.

NeoIntern.net has internships in almost every field imaginable and the best part about it is that all of the internships are located in this area, making it easy for students to take classes and intern at the same time.

Neointern.net can be accessed from www.hiram.edu/career under the "Internship" link.

Cover Letters

**Cover letters are often considered writing samples. Make sure that they demonstrate your best writing ability without grammatical and spelling errors.

**Make an effort to address the person receiving the letter. Addressing the letter to the title of the person such as "Dear Human Resource Manager" when a name can not be found.

**While many employers now request electronic applications an effort should still be made to write a short email to accompany your application in order to introduce yourself.

For more information visit www.hiram.edu/career

Fact: Everyone Should do an Internship

Why? Interns do more than make copies, answer phones and go for coffee. They get real life experience working in a professional capacity. Internships help interns learn about themselves: about the skills that they have, the ones that they still need to develop and how easily they work with people.

In addition to being able to evaluate their skills, many interns are later offered full-time jobs at their internship site. Most importantly, interns are given the ability to put theory into practice which gives them a leg up when searching for a job or applying to graduate school.

For more information about preparing for and finding an internship visit www.hiram.edu/career. Also talk to your advisor about the possibility of getting credit.

Upcoming Events

Resume Drop-In

Tuesday, October 27, 2009
Career Center/Hinsdale 101
2:00 p.m.—5:00p.m.

Students may drop into the Career Center with a draft of their resume either hard copy or on flash drive for the Career Center staff to review and offer suggestions