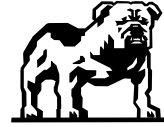


# Welcome to The Bulldog Bulletin!!



Every other week, The Citadel Career Center will provide this bulletin outlining career-related news and events. Individual messages may need to be sent if time constraints are of issue; some employers send important information at the last minute or that will not coincide with the timing of the next Bulldog Bulletin.

**Location:** The Career Center is located at 573 Huger St. (at the corner of Hagood and Huger)  
**Hours:** Monday, Tuesday and Thursday: 8:30am-5:00pm  
Wednesday: 8:30am-5:30pm  
Friday: 8:30am-4:00pm

\*\*Please call ahead (953-1617/1618) or email ([CareerCenter@Citadel.edu](mailto:CareerCenter@Citadel.edu)) to verify hours as staff may be conducting presentations, attending meetings or attending conferences.\*\*

Visit us at our website for information and resources: [http://www.citadel.edu/career\\_services/](http://www.citadel.edu/career_services/)

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Thanks to all who came out to The Citadel Career Center Fall Fair to make it the most successful fair yet!!



## Career Exploration: Following Up With Employers

### ***After The Career Fair:***

1. **Make a list** of the companies/organizations with career opportunities of interest to you and note the names of the recruiters you met at the Fair.
2. **Visit company/organization websites** for additional information. **Apply Online** to companies that indicated this as your next step.
3. **Promptly follow up** with recruiters representing companies of particular interest to you by sending a note or email thanking them for their assistance at the Career Fair and letting them know when you applied online, if appropriate. Include another copy of your resume. Request a time when you may be able to meet. (If you graduate in May/August, ask to meet over Winter Furlough or some time in the early Spring).

4. **Keep** all of this information in your **Career Planning Portfolio** for future reference as to your next steps. ([www.citadel.edu/career\\_services/Cadets.htm](http://www.citadel.edu/career_services/Cadets.htm))

5. **Participate in On-Campus Interviews.** Some employers will arrange an interview date through the Career Center to follow-up with candidates met at the Career Fair. Refer to the On-Campus Interview (OCI) Schedule at [www.citadel.edu/career\\_services/OCI.htm](http://www.citadel.edu/career_services/OCI.htm) for details. Some OCIs will be pre-arranged in connection to the Fall or Spring Career Fair and/or as a posting on **The Gate**. Others will be arranged *after* resumes are collected at the Career Fair. For OCIs connected to a posting on **The Gate**, please be sure to submit your resume by the indicated deadline to be considered for an interview.

6. **Stay informed.** Know what the next steps are to earn the position you seek. Keep on top of all communication with employers and follow up with them by provided deadlines. Avoid letting too much time lapse in between communications without confusing persistence and pushiness. For example, if the employer indicates that you will hear from them in 2 weeks and on the fourteenth day you haven't heard anything, give it one more day before following up on your own. Sometimes recruiters are on the road longer than anticipated and cannot follow up as they had intended. In the same light, do not wait until week 3 to follow up if you have not heard anything. An appropriate level of persistence is expected to demonstrate your continued interest.

For further information on appropriate follow up with an employer, visit [http://citadel.edu/career\\_services/Interview%20Info/InterviewFollowUp.pdf](http://citadel.edu/career_services/Interview%20Info/InterviewFollowUp.pdf)



### Reminders:



1. Try out **Perfect Interview** (link at [www.citadel.edu/career\\_services/](http://www.citadel.edu/career_services/), lower right), an online interview practice system. This is a wonderful resource that offers tremendous help and advantage to those going on professional interviews. Details about the program and how to use it; especially for the first time may be found in the **Student Guide** beside the Perfect Interview icon and directly at [www.citadel.edu/career\\_services/PerfectInterview/InfoTips.pdf](http://www.citadel.edu/career_services/PerfectInterview/InfoTips.pdf). When you are ready to record your practice interview, you will need a computer with a webcam and speakers. There are 2 available on a first come basis at the Career Center.

2. **ATTENTION SENIORS:** If you have not received your copy of Martin Yate's *Knock 'em Dead* book, please stop by the Career Center to do so. This book offers practical help with job search problems, resume writing, networking, job interviews, negotiation, etc. All information will equip you with valuable knowledge to succeed in the professional world!



## Upcoming Events:

### **ON-CAMPUS INTERVIEWS (OCIs)**

On-Campus Interviews are arranged by employers to interview students on campus throughout the academic year. They are either held in connection to a position posting on **The Gate** ([www.citadel.edu/career\\_services/info-students.htm](http://www.citadel.edu/career_services/info-students.htm)) or with career fair participation.

For information on how you may participate in OCIs, please visit [http://citadel.edu/career\\_services/CCN/Students/OCI\\_Guide.pdf](http://citadel.edu/career_services/CCN/Students/OCI_Guide.pdf).

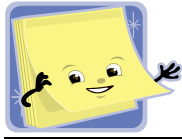
Find out which companies are holding On-Campus Interviews by reviewing the OCI Schedule at [www.citadel.edu/career\\_services/OCI.htm](http://www.citadel.edu/career_services/OCI.htm). Unless otherwise noted, OCIs are held at The Citadel Career Center. Apply as indicated for positions of interest by the listed deadlines.

### **SPECIAL NOTICE:**

Whenever you upload a resume to **The Gate** (first time or after updating your resume), it must be approved by the Career Center **BEFORE** you may access it for applying to posted positions (including those for On-Campus Interviews). **The "approval" is to confirm your current student status. It is not a review of your resume.** (Visit the resume web page for information, construction tips, and samples at [www.citadel.edu/career\\_services/ResumeSamples.htm](http://www.citadel.edu/career_services/ResumeSamples.htm)).

Be sure to allow plenty of time for staff to "approve" your uploaded resume when you wish to apply for positions. We check for uploaded resumes throughout the day (M-F) until about 3:30-4:00 pm. If you upload after that time on a weekday or anytime on a weekend, it will not be checked for approval until the next business day.

Refer to the message entitled "Uploading Your Resume to The Gate, Read this First" on the student access page of **The Gate** at [www.collegecentral.com/citadel/Student.cfm](http://www.collegecentral.com/citadel/Student.cfm) for additional information.



## **FYI: Internships/Scholarships/Programs**

~**The PGA TOUR Diversity Internship Program for 2008:** places students in challenging internship opportunities to prepare them for a position within the PGA TOUR or the golf industry. The ability to play golf or knowledge of the game is not required for most positions. The majority of internships are available during the summer and are located at PGA TOUR Headquarters in Ponte Vedra Beach, FL or at tournament sites located in other cities including Atlanta, Baltimore, New York, Tucson, and Sonoma, CA. Internships may lead to employment at the TOUR or with other golf organizations depending on position availability. A brochure can be found at The Career Center Information Bin. Students must apply online by going to [www.pgatour.com/careers](http://www.pgatour.com/careers) and then to "Internships." Deadline to apply for the Internship Program is February 18, 2008.

~**Institute for Human Studies** announces internships, scholarships and essay contests. Available Opportunities:

A) Journalism Internship- 8 week PAID reporting internship, stipend travel provided, professional career training and mentoring. Final Deadline is January 31, 2008.

B) Film & Fiction Scholarships: Awards of up to 10,000 for young filmmakers & writers exploring the principles underlying a free society. Apply at [www.TheIHS.org/film&fiction](http://www.TheIHS.org/film&fiction).

C) 2008 Charles G. Koch Summer Fellow Program- Public Policy Internships: Placements at Washington, DC, Think Tanks; \$1,500 Stipend; Travel, Housing Provided; Policy Analysis Seminars; Career Training. Apply online at [www.TheIHS.org/publicpolicy](http://www.TheIHS.org/publicpolicy)

~**ACSA/AIAS Architecture College + Career Expo:** this free event brings hundreds of high school and college students together to meet with representatives from university-based architecture programs in the United States, as well as with professional architects within the Atlanta region. Participants will learn about what architectural training involves, as well as the ability to speak with school reps about admissions, financial aid, internship opportunities and more. Free student registration online at [www.acsa-arch.org](http://www.acsa-arch.org) or [www.aias.org](http://www.aias.org)

~**Naval Research Enterprise Intern Program:** 10 week summer research opportunities at a Naval Research Laboratory or a Naval System Command Laboratory; Stipend = \$5500/\$6500. US Citizenship required (Permanent Residents will be considered at some labs); Junior, Senior or Graduate Student (Students who are currently Sophomores may apply if they reach their Junior status before June, 2008). For more information and to apply: [www.asee.org/nreip](http://www.asee.org/nreip) or [nreip@asee.org](mailto:nreip@asee.org) or toll free at 888-715-ASEE. Application opens October 15, 2007.

~**BUNAC (British Universities North America Club)** offers work or volunteer programs overseas in places such as Britain, Ireland, Canada, Australia, New Zealand, South Africa, Peru and Cambodia. For more information visit The Citadel Career Center Information Bin for brochures about travel abroad opportunities.

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\*For questions regarding the Bulldog Bulletin please contact Rachel Martin, Career Center GA at [careercenterga@citadel.edu](mailto:careercenterga@citadel.edu) or by calling 953.4841 (M-Th)\*