

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) 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/



Points of Interest

- **Mentor Network: connect with a Mentor to exponentially aid the success of your career planning process!**
Get connected by taking the following steps:
 - a) Visit www.citadel.edu/career_services and click on the picture of The Gate (right column).
 - b) Select Students OR Alumni (as appropriate).**STUDENTS:** Search for Mentors (password is CITSTUDENT).
ALUMNI: Search for Mentors (password is CITMENTOR).
Additional information may be found at www.citadel.edu/career_services/CCN/MentorNetwork.pdf.
- **Knock 'Em Dead: available to Juniors and Seniors- make sure to pick up your copy while supplies last!**
- **On Campus Interviews: typically held for full-time positions (Seniors and Graduate Students) and internships (Seniors, Juniors, and eligible Sophomores). To participate, make sure you upload your resume to The Gate. The On-Campus Interview schedule can be found at: www.citadel.edu/career_services/OCI.htm**
- **The Perfect Interview is available to all students who wish to refine their interview skills in efforts to deliver a successful, professional interview! The link to get started can be found at: www.citadel.edu/career_services/info-students.htm**

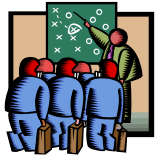


FutureQuest 2008 Career Fair!

**Mark your calendar for Wednesday, February 20th for the FutureQuest 2008 Career Fair!
If you are looking for Full-Time Jobs, Internships, Seasonal Jobs, Part-Time Jobs, or Career Networking this is the opportunity for you!**

**Where: The Gaillard Municipal Auditorium
77 Calhoun Street, Charleston**

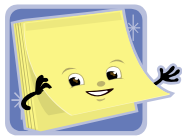
Visit www.citadel.edu/career_services/FutureQuestFair.htm for a listing of all registered organizations.



Quick Tips for Critiquing Resumes

As you are putting your resume together here are a few helpful hints to keep in mind:

- **Incorrect Verb Tense:** Be certain that you use past tense for actions that have already taken place and are no longer occurring; use present tense for actions taking place now.
- **Inappropriate or Missing Objective Statement:** Be sure to include an objective statement that is appropriate to your résumé's current purpose. Include an objective to inform employers as to the type(s) of position(s) you seek. Need help deciding what you want to do? Refer to the FOCUS Guide and online program via www.citadel.edu/career_services/Explore.htm
- **Incorrect Sequencing:** Typically, jobs and experiences should be listed in reverse chronological order; meaning you begin by listing the most recent job you've had and work backwards.
- **Timeframe Gaps:** Avoid leaving timeframes within your experiences unaccounted for as this will leave employers wondering what you were doing.
- **Using a Small Font Size For Your Name:** Use between a size 18 font and 22 for your name and bold it to make it stand out.
- **Poor Quality Printed Resumes:** Use a laser printer vs. inkjet to provide a better quality printed resume



FYI: Internships/Scholarships/Programs

~**Alabama Department of Transportation** is hiring Civil Engineering graduates and students majoring in Civil Engineering for the Civil Engineering Graduate and the Professional Civil Engineer Trainee classifications. If you wish to interview for either classification, contact Cleo Moon Daniel at danielc1@dot.state.al.us or 334.242.6334

~**U.S. Fish and Wildlife Services- Southeast Region** announces all fish and wildlife job vacancy announcements are posted on the USAJOBS website at www.usajobs.opm.gov

~**Yellowstone National Park** has several summer job opportunities for individuals interested in working at one of seven locations who are seeking a new adventure in their life. For additional information, pictures, and to fill out an online-application visit www.ypss.com

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