

March 13, 2009
Volume 1, Issue 2

The Eagle Landing

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Your Career Services Resource

Jobs ▪ Internships ▪ Events ▪ Advice ▪ Great Information!

Seven Secrets of the Hidden Job Market Webinar!

Getting Ready to Search in a Tight Job Market?

If you are serious about job searching, you've got to see this! Don Asher, Premiere Career Guru leads you through the best avenues for finding the jobs that aren't advertised to the public – ***That's over 80% of the jobs that exist today!*** You won't find them on ***Monster.com!*** Learn techniques for targeting jobs, social networking, info interviewing, and getting it all started!



To Access this Webinar, contact Career Services today!

Next Week in Career Services

Senior Salute!

Tuesday, March 17 and Weds March 18
Boitnott Room
10:00 am – 5:00 pm

Pick up your cap & gown, get sized for your ring, and swing by Career Services to fill out your senior survey and pick up your



Graduation Ducky!

Contact the

**Office of
Career Services**

for more information
on any events or
information in this
publication.

540-828-5369 or
540-828-5692 or
stalbott@bridgewater.edu



Career Premiere In Salem, VA

Career Fairs

Regional Job Fair – Harrisonburg, VA

March 19, 2009, 10:00 am – 6:00 pm, First Church of the Nazarene, Boyer & Port Republic Roads

Spring Career Fair - James Madison University

Monday, March 23rd, 2009, 12:00 - 4:00 PM in the Festival Ballroom

Dress professionally and bring copies of your resume. Check in early to beat the rush!

Education Fairs

Great Southern Virginia Teacher Recruitment Fair – South Boston, VA

Saturday, March 14, 9:30 am – 1:00 pm Halifax County High School

For more info and to pre-register, go to www.svhed.org or call 434-572-5496. Resumes requested.

Southern Teachers Agency Job Fair – Charlottesville, VA

Friday, March 20. Teachers, Counselors, Coaches, Administrators, All PK-12 Positions! Deadline to apply February 28 and have been accepted as an STA candidate by March 6. Visit

www.SouthernTeachers.com to apply.

Teacher Recruitment Fair – Craven County Schools, NC

Friday, April 17, 10:00 am – 2:00 pm. Rvierfront Convention Center, New Bern, NC.

Bring resumes, meet administrators, licensure questions answered. For more info, visit

www.craven.k12.nc.us/hr/ or email Cheryl.eubanks@craven.k12.nc.us or call 252-514-6367.



Summer Jobs and Camps

Merchandiser, Coca-Cola Sales Center, Staunton, VA

Merchandising assigned accounts, rotating product, providing excellent customer service. Must be able to lift 40-75 pounds repetitively. Flexible work schedule for students.

Summer Camp Staff, Center for Courageous Kids, Scottsville, KY

Medically based camp serving kids 7-15 with serious illnesses such as cancer, hemophilia, sickle cell anemia, epilepsy and more. Need high energy people ready to use their creativity and bring camp to life. As a staffer, you will make an impression that will last for years to come. HOURS: Seasonal (Summer) Position; May 24th – August 5, 2009

Horse Riding Instructor, Paradise Stables, LLC, Mount Airy, MD

Looking for a student that would be interested in giving lessons. Opportunity for growth with the program. Currently serve 47 4-H members and provide lessons of all disciplines including Western. Not a pony club type facility.

Maintenance Worker, Wolf Trap National Park for the Performing Arts, (US Dept. of the Interior) Vienna, VA. Open until Weds, March 18, 2009.

Assist in grounds maintenance including weeding, watering, fertilizing, mowing, trash removal, repairing roads and trails.

Stage Door Aide, Wolf Trap National Park for the Performing Arts, (US Dept. of the Interior) Vienna, VA. Open until Thurs, March 26, 2009.

Staff the stage door of the Filene Center, the stage road vehicle gate, and handle all matters concerning backstage events.

Counselors, Program Specialists, Lifeguards, Therapists, Support Staff, Camp Easter Seals, Salem, VA

. Interns and Volunteers welcome. Work with children and adults with disabilities. May 23 and end between July 16 - Aug 16. Deadline for applications May 12

Crafts Director, Nature Director, Counselor and other staff positions, Brethren Woods Camp and Retreat Center, Keezletown, VA

Camp Staff, Wisconsin Badger Camp, Platteville, WI

May 29th – Aug 15th, 2009. Overnight camp serving children and adults with developmental disabilities – autism, down syndrome, cerebral palsy, epilepsy, mental illness, and muscular dystrophy.

Staffers, Girl Scout Camp, Mt. Solon, VA near Bridgewater and the DC Metro Area

June 4 – August 10, 2009. Summer job or internship! Resident camp counselors, lifeguards, administrative staff, and adventure staff at our four resident camps in the DC Metro area.



Internships

For Contact Information on any of the Internship Opportunities listed, contact Career Services at stalbott@bridgewater.edu or call 540-828-5369.

Financial Planning Summer Internship

Ameriprise Financial Services, Waynesboro, VA

Exposure to investment research and financial advice software, observe client appointments, perform administrative duties, develop knowledge of financial planning, client account maintenance, stock market and how it works, software programs that track the market.

White House Internships

White House, Washington, DC Deadline: March 22, 2009

Gain valuable job experience and an inside look at the life of White House staff while building leadership skills. Learning experience supplemented by weekly lecture series, help at White House social events, and volunteer in community service projects. Possible internship placements in White House Department of Scheduling and Advance, Offices of Cabinet Affairs, Communications, Public Liaison and Intergovernmental Affairs, First Lady, Legislative Affairs, Political Affairs, Management and Administration, White House Counsel, Domestic Policy Council, Presidential Personnel, Vice President. Program runs from May 22 to August 14.

New Internship Opportunity Board for the Insurance Industry

Independent Insurance Agents of Virginia (IIAV) and Virginia Association of Insurance Agents (VAIA) has recently created a Career Opportunity Board that features internships in the insurance industry found at www.insurancecareerinstitute.com. Postings are from all over the state.

National Internship Program

Project Vote Smart, Montana Rockies (The Great Divide Ranch)

National, non-partisan, non-profit political research library founded by Presidents Carter and Ford. Scholarship for all accepted students provides room and board for the duration of 10-week experience. Students will be involved with the political process, while enjoying one of the most spectacular places on earth. Provide millions of people with factual, unbiased information, as well as the opportunity to stroll around pristine lakes and rivers, hike throughout the Rocky Mountains, or ski some of the best slopes in the country. Focus on providing voters with pertinent, factual information on presidential, congressional, gubernatorial, and state legislative candidates and elected officials.

Students Summer Workshop with The Martin Agency, Richmond VA

The Martin Agency Student Workshop is designed for college students interested in pursuing a career in advertising or a related field. Participants benefit from gaining insight into an often-misunderstood field, and the agency benefits as it helps encourage talented, bright and ambitious young people to pursue an advertising career. The Student Workshop is a 10-day program held at The Martin Agency in Richmond, Va. It is limited to 15 students and is held every June and January. [Our next workshop is scheduled for June 3-12, 2009. The application is due March 16th.](#) The program consists of interactive seminars and lectures about advertising and the agency business. The seminar topics include, but are not limited to media, account management, strategic planning and landing a job in the industry. Additionally, the students will work on a case study project for the duration of the Workshop. The project, based on an actual client situation, is to concept, create and present an integrated marketing and communications program, including ads. www.martinagency.com. Students should email Allison Mays at allison.mays@martinagency.com for info and application

The New York Media Experience Program through Marist College, New York, NY

Semester-long, 400+ hour experience and credited classes. Personalized internship placement.

Smithsonian Institution, Washington DC

Check out the many wonderful opportunities for internships with the Smithsonian Institution! No deadline for application, but internships are highly competitive! For more information, <http://residentassociates.org/ticketing/internships/start.aspx>.

WTTG/Fox5 in Washington, DC

WTTG and WDCA offers and academic credit internship program for college juniors, seniors, and graduate students.

US Department of Health & Human Services, Washington DC

Staff Assistant – 30 hours per week paid

Administrative Assistant – 30 hours per week paid

Dominion - There are SEVEN new internships posted with Dominion on CAREER15!

<https://vfic-csm.symplicity.com/students/> to view and apply.

- ❖ Corporate Communications
- ❖ Advertising
- ❖ Internet Communications
- ❖ Media Relations
- ❖ Public Relations
- ❖ Retail Marketing





Are You Sweating The Tight Job Market?

Job Listings: The JobWeb home page offers links to job listings for students and alumni through their school's NACElink connection.

Research Employers: Explore information about a variety of companies and get direct links to employers' web sites.

Cover Letter Rubric: Help students and alumni judge the quality of their cover letters and improve them.

Interview Rubric: Challenge you to prepare for interview success with a mock interview rubric.

Resume Rubric: Offers an easy, step-by-step method you can use to critique your resumes.

Resume Samples: Access more than 40 sample resumes to get students started.



Check out Job Web for Students at
<http://www.jobweb.com/students.aspx?id=188>

Suit-ably Savvy Career Fashion Show

Tuesday, April 7th
6:00 pm in Cole Hall



Educational Enrichment

Summer Study Internship Program at Boston University, Boston MA

Gain valuable work experience, receive internship placement support, earn 10 credits, experience Boston in the summer.

The Willson Lectures, Earlham School of Religion, Richmond, IN

April 6-7, 2009. Featuring Esther Mombo, Deputy Vice Chancellor Academics at St. Paul's University, Limuru, Kenya

2009 Free Summer Seminars & Workshops - Application deadline March 31, 2009

The Institute for Humane Studies offers several seminars designed for students interest in pursuing careers in academia, policy, journalism, film, and writing. Also workshops on poverty, globalization and the environment, and civil liberties. More information available at www.TheIHS.org/seminar

"Who Gets Promoted, Who Doesn't, and Why" with Don Asher, America's Career Expert

DVD available for check-out from the Office of Career Services.

Adler Pollock & Sheehan, PC Diversity Scholarship

For minority students planning to enter their first year of law school in the fall of 2009. \$10,000 scholarship award. If interested, contact the Office of Career Services for more information.

Just In...

- The Independent and Distance Learning bulletin from Louisiana State University
- Information on MissionTeach at www.missionteach.com
- Keck Graduate Institute of Applied Life Sciences, Claremont, CA

Job Opportunities

Full Details available in the Office of Career Services

Trade and Industrial Education Specialist

Virginia Department of Education, Richmond, VA Application Review: March 23, 2009

The Office of Career and Technical Education seeks qualified education professional to provide highly specialized technical and analytical information, services, assistance, and leadership in the area of high school Trade and Industrial Education. Grades 9-12 and adults.

Assistant Producer, Rosetta Stone, Harrisonburg, VA

Assist Producers with Language Production project-related tasks, including project tracking and managing project workflow, research, recruitment and screening of independent contractors, and day-to-day maintenance of project-related files and records. Manage administrative project deliverables, with oversight from the Producers.

Career Center Director, Hollins University, Roanoke, VA

For private, liberal arts university with an all women's undergraduate population and a co-educational graduate population totaling approximately 1000 students. Interacts with students, faculty, administrators, alumnae, trustees, community agencies and employers.

Production Manager (News), WTTG/ FOX5- DC, WDCA/My20- DC, Washington, DC

Directly supervises directors, assistant directors, tape producers, news assistants, scripts personnel and prompter operators. Handles scheduling for direct reports and other news staff. Works closely with news managers in coordinating and overseeing the "look" and style of broadcasts including blocking, pacing, lighting, effects and all other aspects of a highly produced newscast.

Policy and Planning Specialist I, #00159 Closing Date: 3/23/2009

Virginia Department for the Blind and Vision Impaired, Henrico County, VA

Quicklink: <https://jobs.agencies.virginia.gov/applicants/Central?quickFind=99123>

Orientation & Mobility Specialist (2 positions) #00034 Open Until Filled

Virginia Rehabilitation Center for the Blind & Vision Impaired, Henrico County, VA.

Quicklink: <http://jobs.agencies.virginia.gov/applicants/Central?quickFind=99117>

Home Management Instructor #00032 Open Until Filled

Virginia Rehabilitation Center for the Blind & Vision Impaired, Henrico County, VA.

Quicklink: <http://jobs.agencies.virginia.gov/applicants/Central?quickFind=99134>

Agricultural Research Service Job Listings, <http://www.ars.usda.gov/careers/careers.htm>

Resident Director for Male and Female Residence Halls Open Until Filled

Bridgewater College, Bridgewater, VA

Full-time beginning June 2009. Entry-level 12-month, full-time, live-in position in the residence hall. Supervision of 100-175 students, development of community among residents; supervision of hall officers and 2-3 Resident Assistants; creation and implementation of educational and social programming; budget management; interpretation and enforcement of college policies; crisis intervention; conflict mediation; and overall facility management.

New Career Opportunity Board for the Insurance Industry

Independent Insurance Agents of Virginia has recently created a Career Opportunity Board that features entry level positions in the insurance industry found at www.insurancecareerinstitute.com. Postings are from all over the state.

New Positions with Verizon Wireless and Genworth Financial on CAREER15 at <https://vfic-csm.symphlicity.com/students/>

Legal Assistant, Full Time, Waynesboro law firm, Waynesboro, VA

Emphasis in civil/criminal litigation and administrative law. Professional appearance, excellent organizational abilities, an understanding of procedures in both state and federal courts, and excellent verbal and written communication skills as well as the ability to interact as a team player with attorneys, staff, and clients.

Teaching Positions - Humanities, Fine Arts, Mathematics & Science, Trinity Schools, Falls Church, VA; South Bend, IN; Eagan, MN

Five-time winner of the US Department of Education Blue Ribbon Award offers a classical Christian education for students grades 7-12. Candidates must be practicing Christians.

Teachers-Teachers.com/Virginia

Provides information on teaching positions within the state of Virginia and across the United States.

News Producer, Local Sales Manager, Account Executive, Television Production Specialist, Video Journalist

WRIC TV, Richmond, VA



The Office of Career Services

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Job Searching? Make CAREER15 Part of the Plan



CAREER15 is a unique resource of the **Virginia Foundation for Independent Colleges (VFIC)** that connects students and graduates of 15 private Virginia colleges with top-tier corporations looking for interns and employees.

Go To <http://www.vfic.org/career15.html> and sign up today!

What Grabs Employers? A Dynamic Resume!

What makes a great resume? The one that gets you the interview! When you boil it down, the only reason for a resume is to convince the employer that he needs to meet you face-to-face. So, how does that happen?

A very important aspect of a resume is that it relates to the position to which you are applying. Make sure that the employer sees the connection between what you have accomplished and how you will contribute to the success of the organization. You have to make it *really easy* for the employer to quickly see that you are a great candidate, and to do that, you have to catch his attention.

Here are some quick resume do's:

1. Make a dynamic opening statement that helps the employer make the connection between your experience and the job or career field in which you are interested. This statement will serve as the guide as he continues to scan your resume.
2. Summarize your qualifications and accomplishments
3. Use action verbs and keep sentences concise – say a lot with a little verbiage
4. List experiences that show leadership or experience - arts, athletics, organizations
5. Read and re-read, scanning for errors, then get your friend to read and re-read

Never send out a resume without an accompanying cover letter. You are in the professional league now. A cover letter is the bridge between your resume and the position to which you are applying. It gives you the opportunity to express your enthusiasm, demonstrate organizational and writing skills, and demonstrates your critical thinking skills.

Here are some quick cover letter do's:

1. Name the position that you're applying for by name and job number
2. Demonstrate why you're a good match for employment, use examples
3. Tailor your cover letter for each separate employer
4. Use words that generate excitement and your enthusiasm for that kind of work
5. Concentrate on the employer's needs and how you can fulfill them

Need help with your resume and cover letter? Come see me!

Sherry Talbott
Director of Career Services