

Career Services Updates

Current Workshops Being Offered This Semester:

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Resume Writing – covers the necessary content included in a resume, format of the resume, cover letters, and additional tips. Students will have a chance to use the software program “Optimal Resume” to generate a resume of their own, or have their current resume reviewed by our staff.

Interviewing Skills – teaches students how to prepare for interviews, what to expect during interviews, tips on how to master interviews, dress/appearance, and proper follow-up to interviews. Students will be introduced to the new program “Perfect Interview” which has prerecorded interview questions and allows students to interface with the program. There is a video camera attachment that records students’ answering interview questions. It can play back their responses to provide feedback on their performance. There are over 1,000 questions for students to practice with and ques-

tions can be tailored to fit the needs of the student. Students can sign up to use the program in the Career Services Office to prepare for an interview.

Networking Etiquette – allows students to understand what “networking” is. The workshop goes over how students should begin to form their network, how to make contact with people in their community, and how to prepare to network effectively over the phone, at conferences, meetings, etc.

Study Abroad – Interested in spending a semester overseas at another college? The study abroad workshop will introduce students to universities overseas where they can spend a semester and the requirements to study abroad.

For workshop dates & times, please turn to page 2.

Special points of interest:

Send your resume or cover letter to:

jobs@newhaven.edu

to have it reviewed by the Career Services staff.



**Interested in Attending a Workshop?
Please RSVP to jobs@newhaven.edu**

Workshop Spring 2007 Schedule

Study Abroad

Monday 3/5 2:30 – 3:30

Wednesday 3/21 2:30 – 3:30

Tuesday 4/3 1:00 – 2:00

Resume Writing

Wednesday 3/7 2:30 – 3:30

Thursday 3/22 1:00 – 2:00

Wednesday 3/28 12:00 – 1:00

Monday 4/2 2:30 – 3:30



Networking Etiquette

Wednesday 3/7 12:00 – 1:00

Monday 3/19 2:30 – 3:30

Thursday 3/29 1:00 – 2:00

Wednesday 4/4 2:30 – 3:30

Interviewing Skills

Thursday 3/8 1:00 – 2:00

Wednesday 3/21 12:00 – 1:00

Wednesday 3/28 2:30 – 3:30

Wednesday 4/4 12:00 – 1:00

All Workshops are located in Maxcy Hall 200A.

- Faculty Comment -

Dear Kathy:

Please accept my sincere appreciation for speaking to my Pre-Internship Class on February 13, 2007. The Career Services Office, and you, have been a tremendous help to the students as they prepare for the challenges of finding internships and employment in the criminal justice field.

Through Career Services, students, in addition to learning how to prepare a resume and participate in a job interview, have learned about study abroad, Co-op and internship programs. It has given students the opportunity to learn about the services that the Career Service Office offers; services that are critical to their career development. Thanks again to you and your staff for a job well done.

All the best.

Ernest W. Dorling

Instructor - Henry Lee College of Criminal Justice and Forensic Science

Samples of Job Opportunities Available on Blackboard

CIVIL ENGINEER-

Performs civil and environmental engineering duties in a municipal setting as required by the Town.

Submit resume to:
Town of Easton
Public Works Department
15 Westport Road
Easton, CT 06612

Phone: (203) 268-0714 FAX: (203) 261-7915

For additional jobs on Blackboard go to:

www.newhaven.edu

Quicklink to Blackboard

Click on Community—Type in Career Development under Organization

The Job Postings link will be on your left

MAXIS IT, INC., the fastest growing IT Services Provider is looking to hire 100 graduates (OPTs/CPTs) for our training/placement/H-1B program for the year 2007.

Contact: Sharath Parvathavani

(732) 205-1669

Email: sharath@maxisit.com

www.maxisit.com

COLLEGE STUDENTS/RECENT GRADS

A multi-million dollar company in the building products industry needs part-time employees to market nationally recognized and advertised product.

No industry experience. People skills, initiative, and transportation essential. Advancement opportunities and flexible hours. \$25-40K/year possible.

ATTN: David Johnson, Building Concepts, Inc., 308 East Main Street, Branford, CT 06405. 203-643-0091.

djohnson@buildingconceptsct.com

Numerous Police Officer positions are posted on Blackboard



Orange Department Recruiting on Campus

Orange Police Department came to campus on January 31, 2007 to recruit for students to join their police force. Their recruitment efforts were a success and students enjoyed talking with them about future job opportunities. We thank them for their time and commitment to UNH students.



February 15, 2007

Dear Career Services,

I would like to personally thank you for your assistance in allowing our Officers access to the students of the University of New Haven on January 31, 2007, for recruitment purposes. We handed out several applications that day and our Officers commented on how pleased they were with the caliber of the students who stopped to speak with them.

I believe that this endeavor was a very positive experience for your students as well as the Orange Police Department, and would be very receptive to doing this again in the future.

Again, my heartfelt thanks for providing us with that wonderful opportunity. Please contact me if I can ever be of assistance to you in the future.

Sincerely,



Robert J. Gagne—Chief of Police

On February 31, 2007, the Criminal Justice club had the opportunity to hang out with the Orange Police Department while they were on campus doing recruitment. This was an amazing chance for the campus community to see what opportunities are out there once they graduate college. It was also nice to see a graduate of our university so happy with the job that she holds. Heather was also names Women of the Year. Not only did I get a chance to talk with the Police officers I also learned a lot from them. They talked a lot about pay, hours, and how there department is like a family. That is what stuck me the most. It is nice to see that the members work together so well and that there really are not conflicts. We had a lot of college students come and ask question and also take applications which was nice to see.

- Joyce Kellogg—President of the Criminal Justice Club

Welcome Arleene! The new Career Development Specialist

Career Services Center

300 Boston Post Rd
West Haven, CT 06516

Phone: 203-932-7342
Email: jobs@newhaven.edu



Career Services would like to extend a warm welcome to our new employee Arleen Anderson. Ms. Anderson comes to us from the University of Massachusetts, Amherst, where she served as alumni career consultant in the UMass Amherst Alumni Association. Previously, Ms. A enjoyed a lengthy relationship with Rose-Hulman Institute of Technology in Terre Haute, IN where she developed and coordinated the Institute's internship and co-op programs.

Arleen's areas of excellence include teaching students how to develop cover letters and resumes and

building relationships with employers. Under Ms. Anderson's nurturance at Rose-Hulman, students having experience in their fields upon graduation surged to 78% as the national average hovered around 66%.

Arleen's domain at UNH will include centralizing experiential education efforts and increasing quality internship and co-op opportunities for UNH students.

Stop in Maxcy Hall 214 to say hello to Ms. Anderson.