

CUB CAREER CORNER

FEBRUARY 2008 ISSUE

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DID YOU KNOW THAT...

- Respiratory Therapy is in high demand with a 2.5% annual growth and over 2,700 new jobs per year?
- There are more than 68,500 new jobs per year for Registered Nurses?
- FBI Agents can earn more than \$90,000 per year with a B.A. ?



FOUR JOB SEARCH MISTAKES YOU SHOULD AVOID

They say that one of the most stressful experiences people go through is looking for employment. It is hard enough when you know what to do and even more difficult when you don't. There are four job search mistakes you should avoid in order to make your job search experience more delightful. 1) **Looking for any job instead of focusing on one you really would enjoy:** If you choose a job that suits your personality and future career goals, your chances of enjoying your job will allow you to increase your chances at keeping the job for a long time. Take a look at the type of personality characteristics you possess. Are you an extrovert or more of an introvert? Do you like variety or do you appreciate

an environment that has more consistency? Do you like working indoors or outdoors instead? Do you like working with people or engaging in work that doesn't involve human contact as much? The questions can go on and on. 2) **Not networking enough:** Most really good jobs are found by talking to people you know. Tell friends, family, former employers, and other acquaintances that you are looking for a job. After all, more jobs are found through networking than by reading newspaper ads and searching online. 3) **Not sending in professional looking resumes and cover letters:** Prospective employers see hundreds of cover letters and resumes for an advertised job. It



is important for your cover letter and resume to grasp their attention and impress them with your qualifications. If you need help with this, you can attend our Career Center workshops outlined in the back of this publication. We can help you get the job you really want. Lastly, we suggest that 4) **you not make the mistake of not preparing for an interview.** Our career center can also assist you with information regarding interview success tips, "dress for success" suggestions and much more. Good luck!

JOB OFFER ACCEPTANCE LETTERS: HOW TO WRITE THEM

Congratulations! You have impressed your interview panel and were offered the job. What now? This is when your knowledge about job offer acceptance letters comes into play. Although you can accept a job offer over the telephone, it is always a good idea to follow up and confirm your acceptance in writing. An acceptance letter helps ensure that you under-

stand and agree to the terms of your employment offer. This can definitely help avoid any unpleasant misunderstandings in the future. This letter can be very easy and fun to write. You should type in your name at the top, full address, telephone number and email. The proceed to list the employers information. In the first paragraph, inform your future employer

about how pleased you are to accept their offer. In the second paragraph, restate the terms of your employment, as you understand them. This includes hours of work, location, salary, benefits, etc. In the third paragraph, close by restating your excitement regarding joining their team. Let your new employer know you look forward to working with the them.



TOXICOLOGY AS A CAREER: WHAT DO THEY DO?

TOXICOLOGISTS research or study the effects of toxic substances and materials on physiological functions of humans, animals, and plants, for consumer protection and industrial safety programs. They design and conduct studies to determine physiological effects of various substances and materials on laboratory animals, plants, and human tissue. Toxicologists interpret the results of studies in terms of toxicological properties of substances and materials, and the hazards associated with their misuse.

Toxicologists collect and prepare samples of toxic substances and materials for analysis or examination. They also dissect dead animals and examine organs for toxic substances. Toxicologists apply various substances and materials, such as cosmetics, onto the skin or inject into animals. They then observe animals for abnormalities, inflammation, or irritation. They test and analyze blood samples for the presence of toxic conditions. Toxicologists also analyze samples of toxic compounds, in order to

possibly identify the poisonous elements and materials present in the materials, and help to develop treatments for such ailments/conditions.

Toxicologists review toxicological data for accuracy and suggest modifications or corrections to data. They write and maintain records and reports of studies and tests for use as toxicological resource material. Toxicologists evaluate the results of studies, and advise governmental and industrial personnel on degree of hazard of toxic materials, and on precautionary labeling. Toxicologists testify as expert witnesses on toxicology in hearings and court proceedings. In addition, they may consult on policy development activities and write scientific reports.

For more information on toxicology as a career field of interest, please visit your Career Center in order to conduct further research on this exciting field.



COVER LETTERS



Every employer expects a cover letter, even when it is not asked. Cover letters are meant to persuade the employers to read your resume. Here are some tips to make your cover letter the best it can be.

Great cover letters are addressed to a specific person. For example, instead of addressing your letter to "whom it may concern" address it to the person in charge of hiring. You can find out this information by visiting the company's web page. Your cover letter should also include all of your contact information. It should also state the date, name, title, company name, and address of the person whom you're writing to. Cover letters are always written in business letter format and typed on cream or white paper.

Cover letters are one page long and very concise. There are 3 parts to a cover letter starting with the opening. The opening of your cover letter should indicate how you learned about the position opening, such as a job board or internet site. The body of

the cover letter should relate your specific skills to the job that you are applying for. You should explain how accomplishments and situations from past job experiences make you the perfect candidate for that specific position. You can state highlights of your career by bulleting these in the body of the letter. The conclusion of your cover letter should ask for an interview for the position discussing your qualifications. And close with "Sincerely," and your name.

Adding a cover letter to your resume is not only a great way to "stand out" but is also a professional way to let them know that you are not like the rest of the candidates. You have taken the time to explain your interest aside from just stating your work history and skills in a resume. You can get help on cover letters from websites, books and of course, the Career Center here on campus. Look for our Resume and Cover Letter workshops taking place later this month. Good luck with your job hunting and cover letter writing!

INTERNSHIPS: 4 THINGS YOU SHOULD DEFINITELY KNOW!



An internship is an opportunity for students have that will enable them to gain practical experience related to their studies/career interests. This opportunity also allows students to decided whether a chosen field is what they really want to pursue. Additionally, it can help the individual decided which area or specific concentration to choose as a career. Internships an be credit or no-credit. They can also be paid or unpaid. Usually students will work between 8 and 20 hours per week at the site. There, the student will meet his/her supervisor who will be providing guidance to the intern. Here are four important things to keep in mind when deciding to pursue an internship: **1) Build relationships as early as possible:** Did you know that nearly 80% of job offers come through networking? If you build relationships with the right people, they will not only help you find the right internship but will also connect you with the people who could do the hiring. You can talk to role models or professors during office hours in order to get this started. Counselors may also be able to help. **2) Don't worry about getting paid at first:** By offering your services for free at first, you can drastically increase the probability of getting inside a company by lowering the monetary risk of the company bringing you in.

BACHELOR OF SCIENCE IN TOXICOLOGY

In this program, you will learn mathematical and natural scientific principles and develop technical skills to assist engineers and other professionals who are designing, developing, operating, and evaluating environmental systems or working to protect the environment.

You will begin your studies with mathematics, sciences, and basic engineering courses. Later you will focus on courses which deal with environment and natural resources and energy. These courses will give you an understanding of ecology and the effects of natural and man-made pollutants on humans, animals, structures, and the general environment and also prepare you to assist in the development of environmental systems such as heating and air conditioning, water storage and treatment, air pollution prevention, hazardous materials, and solar energy.

OTHER IMPORTANT INFORMATION:

Characteristics associated with success in this major include a strong interest in understanding the effects of man-made technological systems on the quality of life. Therefore, interest in ecology and conservation and reclamation of our natural resources and ability in mathematics and natural sciences are very important.

You should:

- have a deep sense of curiosity
- be logical in your thinking and problem solving

- enjoy working as a part of a team

Many colleges offer internship programs which provide students with the opportunity to work for a company while they are attending classes. In this way, students gain valuable on-the-job experience while they are receiving academic training. Further training may be required, especially for advancement in your career.

A master's degree in toxicology is sufficient for some jobs in applied research. However, a Ph.D. degree is preferred and is usually necessary for independent research, and for advancement to administrative positions. Computer courses are essential, as employers increasingly prefer job applicants who are able to apply computer skills to modeling and simulation tasks, and operate computerized laboratory equipment. No special licensing or certification is required for TOXICOLOGISTS.

The following majors could help you prepare for this occupation:

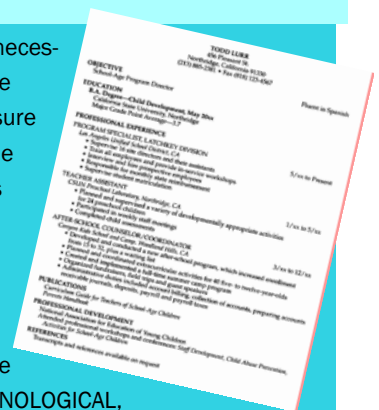
- General Biology,
- Chemistry,
- Toxicology and Pharmacology, etc.

For more information or a list of universities that offer this option, please visit your Career Center today.



THE SCOOP ON RESUME WRITING: LEARN ABOUT TYPES OF RESUMES











Writing a resume can be difficult for some people. A resume should always look professional and have the necessary key points for employers to see. There are certain rules that apply when writing a resume. These are the things that an employer will look at when viewing a resume. When preparing a resume one needs to make sure that it is reader-friendly and includes a bulleted-style. Normally, resumes are considered to be one page. One should try not to exceed one page, however, because it would be too much for the employer to look at if it is longer than that. Another great tip for writing a resume is taking into consideration adopting a design that doesn't look like everyone else's. Another important fact when writing a resume is to never lie on the resume. Always be truthful about what jobs you have had. A resume should look as sharp as possible, an employer screens the resumes for between 2.5 and 20 seconds, so with that given time you want the resume to be brief but at the same time be straight forward to give the employer a good enough idea of what you are good at and what you want to do in a job. There are also three main types of resumes. These are the CHRONOLOGICAL, FUNCTIONAL, and the CHRONOFUNCTIONAL resumes. The **Chronological resume** is employed when the individual in search of a job has work experiences they can list in support of the new position sought. These past jobs should be listed from most recent to old. This way, employers are able to clearly see where you've worked and what you have done at these sites. The second type of resume includes the **functional resume**. This type of resume is commonly used when the individual has very little or no work experiences. What is listed on the resume are the person's skills, special abilities, possible coursework taken that directly connects to the job, special participation in volunteer activities, membership in various councils, associations, etc. The **Chronofunctional** resume is a combination of both types of resumes. Perhaps you have work experience but it is limited. In that case you may also want to include coursework or other types of training that may help you perform your job better at the new site. Hopefully these tips have helped you. Good luck in your resume development. ENJOY!





Spring 2008 Career & Job Development Center General Workshop Schedule*

For more information contact the Career Center at (323)953-4000 X2210
NO NEED FOR SIGN-UPS, JUST SHOW UP

Date	Location	Time	Topic	Description
M – 2/11 T – 2/12	AD 203 AD 301 A	1-2:00 5-6:00	 When and How to Make a Career Decision	Focus will be placed on the timing and ways to go about making important Career decisions. ***Designed for students who have not previously made an appointment with the Career Center.***
W – 2/20	AD 203	1-2:00	 Internships: Making the Best of Them (e7)	This one hour workshop will inform you about topics such as internship search, on-the-job conduct, how to connect internships to possible career opportunities, workforce skills employers are seeking, etc. Presenter: Kaitina Jones
Th – 2/21 T – 2/19	AD 203 AD 301 A	1-2:00 5-6:00	 What Career Color Are You?	This is a True Colors workshop that will enable you to learn more about the Career suggested to you based on your personality traits.
M – 3/03 T – 3/04	AD 203 AD 301 A	1-2:00 5-6:00	 An Introduction to Discover	Discover® is a computerized career assessment program that also provides research material for you to further investigate your recommended career areas.
M – 3/10 T – 3/18 Th – 3/20	AD 203 AD 301 A AD 203	1-2:00 5-6:00 1-2:00	 Writing a Winning Resume	Learn how to develop a personal resume that will guarantee you an interview. Learn about what employers are looking for when they review your resume.
W – 4/02 T – 4/08	AD 203 AD 301 A	1-2:00 5-6:00	 Effective Interviewing Skills/Preparation	Do you know what to say and how to say it? Learn how to provide an impressive interview so as to increase the likelihood of you getting that job!
T – 4/15 T – 4/15	AD 203 AD 301 A	1-2:00 5-6:00	 Setting and Accomplishing Career Goals	Learn more about the steps you can begin to take in order to effectively map out your career goals today. Learn more about the S.M.A.R.T. way of goal development.
Th – 4/17 T – 4/22	AD 203 AD 301 A	1-2:00 5-6:00	 EUREKA as A Tool for Your Success!	Learn about the valuable computerized career program called EUREKA. Come learn how to use the program to make your career search more effective and successful.
Th – 5/08	AD 203	1-2:00	 Matching your Personality Type to A Possible Career (Holland)	Discover what types of Careers would suit your personality type the best. This workshop utilizes Holland's career theory to assist you to find that special career! Presenter: Ariela Nissim
T – 5/13	AD 203	1-2:00	 Time Management as a Career Virtue	Have you had trouble managing time in the past? Learn how to effectively use time in your favor

Come and Meet the Career Center Staff:
 Saitna Estrada - Office Assistant
 Dr. Emma Garcia-Salas—Center Director
 Glenda Silva— Office Assistant
 Anna Melkonian— Office Assistant
 Mary Nazari— Office Assistant
 Office Location: #109, Phone Number: (323) 953-4000 Ext. 2210

LICENSED SOCIAL WORKERS: EDUCATION/EXPERIENCE REQUIREMENTS

Students wishing to become Licensed Social Workers (LCSW) need to be fully aware of the EDUCATIONAL and EXPERIENCE requirements needed to be fulfilled before taking the examination. Here is a clear breakdown of both educational and experience requirements as listed in the Board of Behavioral Sciences website. For more information please visit www.bbs.ca.gov.

EDUCATIONAL REQUIREMENTS: A Masters in Social Work from an accredited school or social work. Additional Course work required prior to the licensing examination include: Child Abuse Assessment and Reporting (7 hrs), Human Sexuality (10 hrs), Substance Abuse and Dependency (15 hrs), and Spousal Abuse Assessment and Reporting (15 hrs), and Aging and Long Term Care (10 hrs).

EXPERIENCE REQUIREMENTS: 104 weeks of supervision and 3200 hours of supervised work experience

Once an applicant meets all requirements and the Board approves eligibility, the applicant will receive a notice take the LCSW Standard Written Examination and the LCSW Written Clinical Vignette Examination. If both tests are passed, the applicant will then be licensed. **

INTERVIEW QUESTIONS: WHAT'S APPROPRIATE AND INAPPROPRIATE?

Ok. So, you are at home sitting down and you get a phone call. It is the phone call you have been waiting for. They're calling you in for an interview! The date is set and you go to the interview. You answer a few questions about your resume and the interview is so far going well. Then, from left field comes an "interesting" question: "is your last name Mexican or Spanish? In which Latin American country were you born?" It really wouldn't bother you to answer the question but you begin to suspect that it is not proper to ask these question as part of the interview process. Remember, the purpose of the interview is for the company to see whether or not you are qualified to do the job, and unless you are applying to serve as a tour guide in Spain or Mexico, perhaps the question would not be relevant (and even in that case, it wouldn't be too relevant). Routine questions

can easily sound discriminatory even if it isn't intentional on the part of the employer. According to Title VII of the Civil Rights Act of 1964, it is not legal for an interviewer to ask about age, race, gender, national origin, religious orientation, or disability. Considering the fact that you really want the job you get worried about offending the interviewer but not addressing the questions. However, don't forget to protect and practice your rights. You can choose to answer the question, not answer the question, or answer only the intent behind the question. Some examples of illegal/legal questions are: Legal: Are you over 18 years of age Illegal: How old are you? Legal: are you able to lift and carry 50 lbs of weight? Illegal: How much do you weigh? Legal: would you be able to travel on this job? Illegal: are you married? Do you have children? Divorced? **