



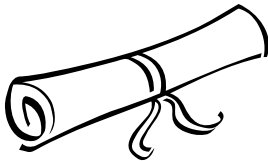
# J.O.B.S. in Print

Owens Community  
College

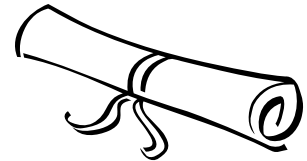
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## Congratulations Graduates!



### Nine Tips for Better Online Job Hunting

By Robert Half International (Careerbuilder.ca)

1. **Think Big.** It's wise to start your search by visiting large job sites such as CareerBuilder.com and OCCExpress-Jobs.net because of the sheer number of listings offered.
2. **Scan the oldies but goodies.** When visiting job boards, many job hunters make the mistake of limiting their search to positions posted in the last few days. A position posted one month ago might still be open, especially if it requires hard-to-find skills.
3. **Visit recruiter sites.** In addition to browsing the large boards, visit the Web sites of recruiting firms that specialize in your field, which maintain their own job postings. Some even offer detailed career information and job search advice.
4. **Go surfing.** Job sites offer more than just listings. They also can serve as a launching pad for other opportunities. For instance, you may find an appealing job posting for which you are overqualified. Visit the prospective employer's Web site to see if there are any additional openings. Send a resume and cover letter to the company expressing your desire to be considered for future jobs.
5. **Get social.** Networking is one of the most effective ways of locating new opportunities, and the Internet makes it easier than ever to expand your web of contacts. Social networking sites such as LinkedIn.com provide "virtual" opportunities to connect with other professionals — in your area or halfway across the world.
6. **Don't blast away.** Most job sites enable users to apply for a position with the simple click of the mouse. But don't blindly blast your resume to every company you come across. Hiring managers seek tailored resumes that directly tie a job seeker's unique skills and abilities to the requirements of the position. Take the extra time and effort to customize your application materials to each specific opportunity.
7. **Spell well.** Completing employment applications online is convenient but potentially costly if you're not careful. Be mindful of your spelling and grammar when typing information directly onto online forms.
8. **Tread carefully.** Using your company's computer and Internet connection to look for a new position is a bad idea. Employers have the right to monitor the sites you visit and the emails you send.
9. **Follow Up!** When job hunting online, it's critical that you follow up with prospective employers after applying for a position. If you've submitted your application and haven't heard back from the company, make a call or send an email to verify that the resume was received and to reassert your interest in the position.



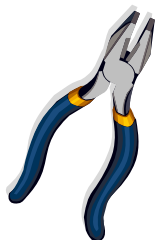
For you **Career Planning Buffs** and I mean those who like to:

- Research occupations in your area of interest
- Check out the different schools and who offers a particular program
- Know what is happening in the world of work
- Like to set goals and keep motivated
- Set up a portfolio of everything you have done

I have the tool for you.

**OCIS Ohio Career Information System** is all this a lot more. Before you know it you are through a program and can use this site to help with your resume and job search process. What's even better this site is being updated with some new features you won't want to miss.

Stop by the Career Center CH151 or call 567-661-7501 for an appointment with Dora Bensch and learn how you can access this wonderful site. (*Username and Password is needed.*)



## DISCOVER YOUR PLACE IN THE WORK- ING WORLD

### Summer Career Workshops

*Spend time learning about*

- yourself
- career tools
- occupations

**Owens  
Community  
College**



### *Dates*

**Wednesday, June 13 1:00-2:00**  
**Monday, July 9 2:00-3:00**  
**Thursday, August 9 3:00-4:00**

*Career Center - College Hall 151*

Call to sign up as seats are limited.  
567-661-7501/7500

# OCCExpressJobs.net

## 10 Reasons Why You're Not Getting Interviews

*Robert Half International (Careerbuilder.ca)*

1. **You only focus on the Googles of the world.** Companies that continually grab headlines and are highly recognizable can be exciting places to work. But so are many companies you've never heard of. Keep in mind that organizations that are household names often receive thousands of resumes for each opening.
2. **You don't follow directions.** Each company has a different procedure it asks applicant to follow for submitting employment applications. Make sure you understand what the prospective employer seeks by carefully reading the job listing. Then, follow the directions to the letter. If you don't, your application may never reach the hiring manager.
3. **You need to revamp your resume.** Sending out the same cover letter and resume to all companies isn't likely to capture the attention of prospective employers. Hiring managers want to know why you're a good match for their specific business needs. So take the time to research employers and customize your job search materials by explaining why you're interested in a particular position and how you could make a contribution to the company.
4. **Your cover letter isn't enticing.** The best cover letters take select details from the resume and expand upon them, explaining in depth how your talents and experience can benefit the employer.
5. **You don't reference keywords.** Companies that receive a high volume of resumes often scan applications using specialized software that looks for certain keywords to determine which candidates to call for interviews. Ex: "Accounts Payable and Receivable"
6. **Your application materials aren't perfect.** Submitting an application that contains typos and grammatical goofs is perhaps the quickest way to foil your chances of securing an interview.
7. **You don't know who to send your resume to.** Though it is fine to start your cover letter with the generic salutation "To Whom It May Concern," hiring managers pay special attention to applications that are addressed directly to them.
8. **You don't have an 'in' with the company.** Using the name of a common contact to make the connection between you and the hiring manager is by far the best way to ensure your cover letter and resume get optimal attention.
9. **You don't follow up.** One way to improve the odds a hiring manager gives consideration to your resume is to follow up with him or her.
10. **You're not as qualified as you think.** The bottom line may be that you're simply not as perfect for the job as you think. Take a close look at the job description and compare your skills and experience with those required for the positions.

Watch for our next newsletter in AUGUST