

CHOOSE, CHANGE OR  
CONFIRM YOUR CAREER  
WITH OUR ASSISTANCE

RESUME ACTION WORDS:

ACHIEVED

ACCOMPLISHED

ADMINISTERED

BUDGETED

COMPLETED

COORDINATED

DEMONSTRATED

EXPANDED

GUIDED

HANDLED

INNOVATED

MODIFIED

NEGOTIATED

OPERATED

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# Cub Career Corner

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## What's New in Resumé Development?

By: Dr. Emma Garcia-Salas

Employment ads are found almost everywhere now days. You not only see them on newspapers, job boards, but also all over the internet. There will be several that will interest you and you need to be prepared in case you find one that you know will definitely suit your current job needs. In a case such as this, you will want to have a resumé handy in order to submit your information to your, hopefully, future employer. It's important to make sure that both your resumé and cover letter are ready to go and presentable.

Your first step will be to examine your current resumé and make sure that you are following appropriate guidelines. If you don't have a resumé already developed, your best option will be to obtain a template at the Career Center. But let's go back to the resumé you already have. See, what happens from job to job is slightly different even though the titles may be quite similar. Therefore, you will need to tailor your resumé to fit the new position. Employment ads list specific skills

and talents a company is expecting in an employee. You may have a well written resumé and cover letter, but the goal is to get the reader's attention and be chosen for an interview. Chances are, you are competing against many other applicants. Here are 12 suggestions to increase your chances of getting that job:



1. Have a well written basic resumé and modify the objective and bullet points to what the advertisement states.
2. Use key words in your resumé and cover letter by reading the ad thoroughly. Include some of the key points used in the advertisement.
3. Remember that each resumé receives an average 10-15 seconds of screening...unless it grabs the reader's attention.
4. Use action verbs such as supervised, planned, managed, developed, created, spearheaded, and increased.
5. Avoid wordiness. Do not use complete sentences.
6. Always keep a 12 font
7. Use 1 inch margins all around the page
8. Always check your spelling as spelling errors are quick turn offs for employers
9. Always include percentages and numbers in your bullets.
10. Limit your resumé to one page when possible.
11. Be neat. Make your resumé look professional— no coffee stains, smudges, errors, corrections or anything else that detract from its appearance.
12. Always remember to list a professional sounding email on the contact section of the resumé.

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Think, think and then think some more!

# Decision-making and You

Goal setting and good decision making are essential keys to business and personal success. If you can learn to make timely and well-considered decisions, you can often achieve amazing and well-deserved success. Goal setting is simply turning your dreams into reality with a well developed plan of action. I will share with you my personal recipe for success through goal setting.

What you need to make and achieve your goals?:

There are four key goal setting questions you need to answer when determining what you want to accomplish. Your answers to each of these four questions will help you to define the goal.

1. The Challenge: Why do I want to pursue this particular goal? Clearly define the desire or challenge facing you.
2. The goal: What do I want? Clearly write down the specific goal you want to achieve.
3. The Action Steps: How will I

get it? Write down the plan with specific action steps for reaching your goal. Action steps are like a ladder, reaching the top is the completion of your goal. These steps should be positively written. For example: I can....I will....

4. The Target Date: When do I want it? This is a date in the future when your vision will become your reality.

Make the right decision!

Written by: Jael Williams

*“Each time I interview I make sure that I start off the interview on the right foot by giving the employer a nice and firm handshake.*

*That really makes a difference.”  
- Vanessa Q.*



# What you need to know about interviewing skills

So you've got the call back for that interview. Congratulations. Only now you have no idea of how to look just as good as you did on that resumé. Here are a few things that one can do to help improve your chances of getting that job.

◆ **Practice Makes Perfect:** It is a good idea to prepare for anticipated

interview questions ahead of time. It is a good idea to conduct research on the company to have an idea of the types of questions that may be asked. Practice answering these questions in front of a mirror or with a friend.

◆ **Conduct Research on the Company:** Conducting research to learn

more about the company always impresses the interview team!

- ◆ **Are you a good fit?** Learn a bit more about the work environment. Will your skills and workplace values align with those of the company?
- ◆ **Read on Interview Dress:** Look Tidy!

By: Stalina Estrada



# What about a job/internship?

Are you looking for a job or an internship? Visit the Career & Job Development Center and we can help you get started on the search process! You can refer to our Job Board and the Job Binder for current job postings. Postings are updated every two weeks and you can find anything from retail to

office administration there. Additionally, you may find a position aligned with your current career goals!

Interested in internships? The e7 Interns Program offers PAID...yes, PAID student internships in areas including Architecture and Engineering, Construction Management, Business and Legal Services,

Human Resources, Drafting and Graphics, Computer Technology and more. The program representative, Marques Davis, is here every Tuesday from 1:00 to 3:00 p.m. to assist you.

Did you know that the Internet provides great sources of employment information? Visit the websites listed on page 4.

# What's New in Resumé Development? Continued from page 1



## Two Types of Resumés

There's no single way to develop your resumé. However, these two forms are the most common. Take a look at which suits you best...or you can simply use a combination of the two. Good luck developing!

### Chronological:

- You have spent three or more years with previous employers and have not changed jobs frequently
- Staying in same field as prior jobs
- Job history shows growth and development through time
- Employment skills seem to have growth from one employment opportunity to the next

### Functional:

- Seeking a job in a new field not Related to your present career
- Re-entering the job market after a long absence
- Career growth in the past has not been good
- Your work has been mainly freelance, or temporary
- You're right out of school with a great degree but little experience working in the field you have selected

By: Dr. Emma Garcia-Salas

***“A Career is not a speed race but rather a race of endurance” ~Dr. Emma Garcia-Salas***

# Have you ever considered law school?

Have you ever considered becoming an attorney? There are too many questions that a student may have regarding law and I am going to respond to some of them.

**How long do you have to be in school?** Usually 7 years of study after high school. In other words, three years of law school after the B.A/B.S.

**Which are the most related**

**majors to follow if I'm interested in law school?** Although law school does not require any specific major, the top five most popular are: Political Science, History, English, Psychology and Philosophy.

**What will you need to apply to law school?** You will need to pass the LSAT examination and have a good standing GPA as well.

**Where can you find more information?** Here are three of some very helpful and informative sites that will offer you additional information on how to get closer to law school:

[www.abanet.org](http://www.abanet.org)

[www.nal.org](http://www.nal.org)

[www.lsat.org](http://www.lsat.org)

Written by: Glenda Silva



# Time Management for Career Success

When I think about the things I have to do during the day and most often never have a pen in handy, I grab my cell phone as my PDA. It helps me remember my scheduling and those important appointments I have to attend. My responsibilities tend to change from time to time so I do need to keep a clear daily routine schedule up to date. As a college student with a low budget

who depends on commuting services and other forms of public transportations, I need to set my schedules an hour prior to what I must accomplish. The following are some tips that might be helpful to you as a college student These tips may help you increase your time manageability:

⇒ Develop a schedule of your

daily classes and other important events

⇒ Devise a “to-do” list that really works for you and prioritize each item on the list.

⇒ Learn to say “no” to things that waste time

⇒ Identify your bad habits

Written by: Sandra Perez





Choose, change or confirm your career with our assistance

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AD 109
(Across from General Counseling)
www.lacitycollege.edu/services/career

LET US HELP YOU FIND YOUR PASSION!

JOB SEARCH WEBSITES

- WWW.CAMPUSCAREERCENTER.COM
WWW.CAREERBUILDER.COM
WWW.COLLEGERECRUITER.COM
WWW.JOBWEB.COM
WWW.MONSTER.COM
WWW.NATIONJOB.COM
WWW.BLS.GOV/OCO
WWW.DOL.GOV
WWW.HOTJOBS.COM

ARTICLE WRITTEN BY: HELEN LEUNG

LACC Career & Job Development Center Staff



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Declared Career Goal: Attorney



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Ms. Sandra Perez
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Ms. Jael Williams
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