

Congratulations UMA Graduate!

What now?

You made it! After years of hard work, you finally got your degree. Whether you are now looking for a job, thinking about graduate school, or unsure of your next steps, take a look inside this newsletter for tips, articles and resources to help you along the way.

June, 2011

Looking for a Job?

Enroll in our Blackboard site to see job openings sent to UMA:

- 1) Log into Blackboard (www.courses.maine.edu) with your "@maine.edu" username and password.
 - 2) Click on the Courses tab (top left of your screen, between the Home tab and the Community tab).
 - 3) On the right-hand side of the screen you will see a Course Catalog box. Find and click on the "UMA Advising Center" link.
 - 4) Click the Enroll button.
 - 5) Click Submit, then on the next screen click OK.
- Once you have self-enrolled, the UMA Advising Center link will appear in your "My Courses" list (where all of your Blackboard courses appear) whenever you log into Blackboard.



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On the UMA Advising Center Blackboard site, you can also find video-streamed workshops on writing resumes and interviewing, a calendar of upcoming events/workshops, internship opportunities, and more.

Other websites with job listings:

www.maine grads.org
www.maine careercenter.com
www.jobsinme.com
www.mainejobs.com



Future Survey

In the fall, we will be asking you to participate in an alumni career survey to see where you landed after graduation. Please continue to check your UMA email account in order to get the link to the survey. Thank you!



The internet is one place to look for a job, but keep in mind that networking (making connections with other people) is a key component of the job search process. Job leads can often be found through networking.

7 Job Hunting Myths

1. The internet is the best place to look for a job.

The internet is one place to look for jobs, but posted job advertisements represent about 20% of jobs actually available. So how do you learn about the other 80%? Networking. The idea behind networking is that an employer would rather hire someone they know than someone they have never heard of. This means getting up, going out, and meeting people in your career field. Make yourself known. Here are a few ways you can network: join a professional organization in your field, conduct an informational interview with a professional in your field, job shadow, or volunteer.

2. Finding a job will be quick and easy.

Looking for a job can be a full time job. It requires multiple targeted resumes and cover letters, researching companies, seeking job openings, and keeping records of all of your interactions. It is typically not quick or easy. Landing a job can take 6-12 months, or longer if you are looking in a narrow geographic area.

3. A cover letter isn't necessary.

A quality resume is a must,

and a cover letter is a must if you want an edge over other applicants. A cover letter gives you the opportunity to explain why you are interested in the job, and show your enthusiasm for a particular company. It's your chance to convince the employer that you are the perfect fit.



Looking for a job can be a full time job.

4. Posting your resume to many online job boards will lead to many job offers.

It seems logical that the more resumes you post, the more job offers you'll have, but this is an unlikely outcome. Employers don't spend hours digging through hundreds of online resumes looking for an employee. Many times they electronically scan resumes

for specific key words and qualifications. If you don't have the words they're looking for, you probably won't be selected for an interview. It's better to select jobs at companies that you hope to work for, rather than post your resume everywhere hoping for an offer.

5. You can use the same resume and cover letter for every job.

This is probably the biggest mistake job seekers make. One resume does not work for every job. Each job has specific requirements and preferred qualifications, and your resume should display your qualifications related to each job. A generic resume and cover letter are easy to spot, and will not win over an employer. In fact, they will probably hurt your chances of getting an interview because employers want to see that you are passionate about **their** organization in particular. Sending the same documents to each job says "I'm sending these out to many employers hoping for a job - I don't really care whether it's at your company or not." Target your resume for each job, and you will have an edge over other applicants.

6. Your resume has to be 1 page

If you can fit your resume onto 1 page, great. But if you are leaving off important information to squeeze it onto 1 page, consider using 2 pages, but make sure you **fill** both pages (with relevant, important information).

7. A great resume and cover letter will get me a job

The purpose of a resume and cover letter is to get you an interview. The interview is a critical piece of the job search process, and can often make or break your chances of landing a job offer. Your ability to

communicate, build rapport, and verbalize your abilities are just as important as the job related skills you possess. You must be able to sell yourself. Not sure how to do this? Practice with a friend, family member, or me.



**If you would like help with your resume or cover letter, please contact me. (See page 4 for contact information)*

UMA Alumni Association

Membership to the Alumni Association is free for all new graduates. As a member you will be able to stay connected to other alumni through networking events and newsletters. Members also enjoy other perks such as discounts at local merchants and 50% off a fitness center membership.

For more information:
Augusta: 621-3299
Bangor: 262-7955
www.uma.edu/alumni

Keeping Your Current Job?

For some of you, graduation may not mean new employment; you may be keeping a job that you had while pursuing your education. Although you already have what many graduates covet, don't let this be a time of stagnation. It's important to always be thinking about your career path and maintaining professionalism... after all, you never know when you might be looking for a new job. Here are a few things you can do to help you current and future career paths.

Keep all of your electronic profiles professional. People are not just learning about you from your resume - more

and more employers and co-workers are "Googling" your name to learn about you. Your reputation is on the line, and what you post on Facebook, My Space, LinkedIn, etc, speaks about you as a person, and as a professional. You never know who is looking.

Keep your resume up to date. Add your accomplishments as you achieve them - it can be hard to look back and remember all of the details. Keeping things updated means you won't be scrambling when it's time for a promotion or new job.

Maintain professionalism in the workplace. It's easy to

get comfortable at a job you've had for a while. Try to remember that if you want to move up, you should be dressing and behaving for the job you want, not the job you have.

Build a professional network. Connecting with other professionals in your field can help you learn tips of the trade, and hear about other job opportunities.



UMA Academic & Career Advising Center

46 University Dr.
Augusta, ME 04330

Robin Finelli: (207) 621-3138
RobinF@maine.edu

General Advising: (207) 621-3149
[http://www.uma.edu/
careeradvising.html](http://www.uma.edu/careeradvising.html)



**Questions?
Call me!**

You may also contact your local University College center for assistance. For a list of centers go to:
www.learn.maine.edu

Staff members at Maine Career Centers and Maine Centers for Women, Work & Community are also excellent resources for career transitions:
www.mainecareercenter.com
www.womenworkandcommunity.org

Unsure of Next Steps?



You're not alone. It's completely natural to feel a little lost, confused, or unsure about where to go after graduation.

You might benefit from sitting down with an advisor to talk about your goals, aspirations, and options. If you are interested in setting up an individual appointment in person or on the phone, contact the Advising Center at the numbers listed above.

Graduate School Readiness Checklist

The first and most important step in preparing for graduate school is deciding if graduate school is right for you. Getting a graduate degree takes a lot of time, effort, and money, so it's imperative that you are confident in your decision. This checklist can provide insight to your need, motivation, and commitment to graduate school. The more items you check off, the more ready you are for graduate school.



- I have a clear career goal.
- I see myself remaining in this field.
- I know what type of degree I want to pursue.
- I need an advanced degree to start or continue my career.
- I enjoy rigorous academic work that requires a lot of time and effort.
- I have good research skills.
- I qualify for admission based on my GPA, test scores, and other requirements.
- Having an advanced degree would give me an advantage over others in my field.
- I know how I will financially support my graduate education.
- I have realistically assessed my chances for successfully completing a graduate degree.

If you have trouble finding a job right away...

...Don't get discouraged, and ***stay involved***. Consider volunteering your time to a good cause, looking for an internship, or doing some temp work until you can find something more permanent. By staying involved you can avoid gaps on your resume, gain experience, and get your foot in the door for a potential job offer.

Whatever your path, GOOD LUCK!