

**MBNA Career  
Services Center  
401 Academy  
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# Career News

[www.udel.edu/csc](http://www.udel.edu/csc)

Volume II

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## UNIV 364 Offers Credit for Internship

Would you like to get credit for your internship? Does your internship require credit? If the answer is YES-

UNIV 364-Experiential Internships is just what you are looking for!

Any major can take this class in Fall, Winter, Spring and Summer. In today's job market, successful graduates will have at least one internship under

their belts!

- Meets Wednesday evening
- No text book necessary
- Taken in conjunction with internship
- 3 elective credits
- Must do at least 50 hours of internship concurrent with class
- Grade is a composite of internship performance and class assignments
- Internship can be paid or unpaid

- No tests
- Curriculum contains career development activities such a resume writing, interviewing techniques and job search
- Off-site option available
- Contact Marianne Green for additional information:  
[megreen@udel.edu](mailto:megreen@udel.edu)



### Register for eRecruiting Today!

- In Person
- On line
- Video

View internships, jobs, and take part in the campus interview program.

## Prepare an Internet-Ready Resume

Almost half of all U.S. employers now prefer to receive applicant resumes via the Internet. So it's important that you know how to send a resume on line. Follow these guidelines

to embed your resume in an email:

- eliminate your résumé's formatting by using the "Save as" function on your computer and creating a second ver-

sion of your resume in ASCII text or Rich Text Format.

Simply select either of those options in the drop-down window

## Prepare an Internet Ready Resume (continued from p.1)

that appears when you click on the “Save As” button) Once that’s done, proofread the document carefully to be sure that no information was garbled or eliminated.

- Remove any business or higher mathematical symbols from the document.
- Change the margins of your resume to 65 characters in width (counting each letter and space) and end each line by hitting the “Enter” button.

- To send to an employer, copy it into the body of an email by “cutting and pasting.”
- Address your message by identifying the position for which you are applying in the “Subject” line or simply enter “The Resume of Jane Doe,” and send it off.
- If you are sending your resume to a public database, be sure to date the document.

Electronic resumes are taking the place of paper resumes!



## Developing a Professional E-Mail Image

- Make the subject line meaningful.
- Personalize your message to the recipient
- Choose your words carefully; the reader cannot see your face or hear your tone of voice.
- Check spelling and grammar.
- Keep emails brief.
- As a rule, don’t forward emails that are sent to you.
- Don’t think that no one else will ever see your email!
- Always close with your name.
- Check everything over-proof for grammar, punctuation, spelling, clarity.

**Make your emails count!**

- If you were emotional, let the resume sit in your draft file for a while.
- Add the “to” line last.

## New Handout on Telephone Interviewing Online

Telephone interviewing has become a hot trend Many employers try to save time and money by screening their candidates by phone first, before meeting with them in person.

Unprepared students may make a poor impression and take themselves out of the running.

Here are some tips:

- Keep a pad and pencil next to every telephone or next to your cell phone. Write down some potential questions and answers.
- Keep a copy of your resume beside each phone.
- Have a copy of the job description available.
- Always answer the phone in a professional manner.
- Smile and add warmth to your voice.
- Take the phone interview seriously!

## Going Global: Work and Study Abroad

Do you want to work abroad after graduation? The International Programs department and Career Services will bring representatives from BU-NAC (British Universities North American Club, JET (Japan Exchange Teaching Program), and Peace Corps to U.D. on November 15 as part of International Education Week.

For students who want the fun of working abroad without visa hassles should look into these and other exchange programs such as CIEE (Council on Interna-

tional Exchange), The Carl Duisberg Society and AIESEC (International Association of Economic and Management Students).

- Exchange programs facilitate work exchanges across borders
- Assist in obtaining a work and residency permits.
- Often provides language courses, accommodations and a job or internship
- Usually run for a set period of time such as summer, a semester, an aca-

### Attention Faculty:

- Need information about reference letters?
- Looking for data about the job market for your students

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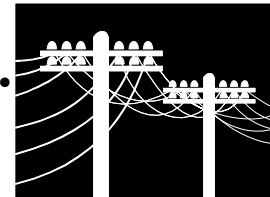
- Scroll down to "Faculty"

demic year or longer.

- An initial placement or application fee may be charged.

### Top Skills of the Perfect Candidate

- Communication Skills
- Honesty/integrity
- Interpersonal skills
- Motivation/initiative
- Strong work ethic
- Teamwork skills
- Analytical Skills
- Reliability
- Flexibility
- Enthusiasm
- Leadership



*The Internet connects job hunter and employer*

### Top Employers for Non-Tech Grads

- Retail/Wholesale
- Accounting Services
- Educational Services
- Financial Services
- Banking(Commercial)
- Consulting
- Insurance

**LUCK FAVORS THE PREPARED MIND!**

- Government
- Banking (Investment)
- Food, Beverage