

# CAREER Connection

GATEWAY COMMUNITY COLLEGE OFFICE OF CAREER SERVICES

Summer 2017



## Congratulations to GCC's 2017 Gateway Graduates!

### Fast Track Your Career

A unique opportunity is yours at Gateway Community College's Career Seminar and Internship Class. Introduced in the fall semester, 2016, the three-credit class gives students a chance to participate in hands-on career exploration and to experience what it's like to work in their field. Leigh Roberts, Career Services and Student engagement associate, offers her professional experience with local industry and employment opportunities as she guides each student through the steps toward their employment goals. Skills developed during the semester include written and verbal interaction with industry professionals and classmates and critical/logical thinking. Class size is limited, so early enrollment is encouraged.

Prerequisites for the Career Seminar and Internship Class are completion of at least fifteen credits including English 101. Students interested in the class should contact Kellie Danso, Director of Student Engagement and Career Development at (203) 285-2094 or Leigh Roberts at (203) 285-2144.



### Job Trends: Mid 2017 Report

It's about being in the right place at the right time. So find the right place, and put yourself in it if you are looking for a job. But first, prepare.

According to a *U.S. News* article, "10 Businesses That Will Boom in 2020\*," the careers that continue to grow are in the fields of health care, computer engineering and computer systems analysis.

Don't be discouraged if your talents and interests lie elsewhere. Careers in business, social services, sales and marketing, and other industries are still out there. Whether you're just starting or you're changing careers, see this issue's Secrets of a Successful Job Hunter and start thinking about your transferrable skills.

Let the Career Development Department help you explore the possibilities. Make an appointment by calling (203) 285-2144 or stopping in at N217.

\* You can read the article in its entirety at <http://money.usnews.com/money/careers/articles/2012/09/10/10-businesses-that-will-boom-in-2020>.

### How to Make Your References Work for You



According to all our sources, employers are more likely to check references these days than they were in the past, so be prepared. Make the most of your connections and choose references wisely.

**WHAT:** Employers who are considering an applicant for a position look at their list of references to confirm the information on their resume. According to Monster.com and other job-seeker websites, there are no laws restricting what a former employer can say about you. But there are often company policies, established by the Human Resources Departments, limiting their response to requests for factual information

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## Get the Most Out of Your Career Services Appointment

Gateway's Career Development office offers you resume, cover letter and interview skills assistance as well as an opportunity to discuss career options you might want to explore.

Schedule your one-on-one meeting that will be tailored to your needs. Bring along job listings that interest you and any previous resumes you have created. Please call or email if you will not be able to attend your meeting.

You can call the Career Development office at (203) 285-2144 or find them in Room N217.

confirming your dates of employment with the company. While it's not illegal for them to report why your employment was terminated and any details about your work, they are likely to avoid reporting negative opinions about you.

**WHO:** Your reference list should be comprised of three to four people including former employers, professors, internship supervisors, clients and community or business leaders. Each should be able to vouch for your skills and/or your work ethic (responsibility, reliability, etc.) Be sure to ask individuals for permission to list them as a reference, and tell them a little about the job you are seeking.

**WHEN and HOW:** Never include "References available on request" on your resume or cover letter! Your list should be on a separate paper with your heading (the same as the resume and cover letter.) Make it easy for the employer to use by including the name, title, company name, and all contact information about each reference. Unless you are asked earlier, bring the list to your interview. If they don't ask for it at that time, keep it available to email to your prospective employer when they request it.

**NOTE:** It's a good idea to stay in touch with your references and thank them when you get the job.

## You say, "I have a resume." But is it working for you?

As fashions change, so do trends in job markets. You might be wasting your time using a resume and cover letter, or even doing a job search that is "so last year."

Staying current, learning what employers are looking for, and passing the information along to students is the job of the Career Development Department. We invite you to make an appointment with us (203) 285-2144, and bring along your current resume and cover letter to be checked out by our staff. It's not unusual for us to help you make a few small changes that can make a big difference in how an employer sees you. And while we're at it, you can make the most of your Career Development appointment by searching through job boards to find a listing that interests you. Bring it along to help us help you land the job you want.

## Secrets of a Successful Job Hunter

In your lifetime, you've gained skills that might go unnoticed (even by you) until you're suddenly asked to demonstrate them. In every relationship, academic experience or social interaction, you are acquiring abilities that will stay with you forever.

Before you start writing your resume, think about all the skills that have crept into your life in disguise. Were you a member or officer of a club, sports team, or organization? Did you sell Girl Scout cookies or participate in an environmental neighborhood clean-up, car wash? Were you dealing with people, solving problems, negotiating, researching? Write them all down. You'll probably impress yourself. Look back at that job posting you're answering and see where your "transferrable skills" can fit you into their job description.



The Career Development Department is here to help you uncover your hidden talents. Come by to schedule a one-on-one appointment!

## Career Services Staff

Kellie Byrd Danso, M.Ed., NCC, Director of Student Engagement and Career Development

Leigh Roberts, MS, Student Engagement Career Development Associate

Judy Goldwyn, MA, Career Services Associate

Career Services is located in room N217. Call (203) 285-2144



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