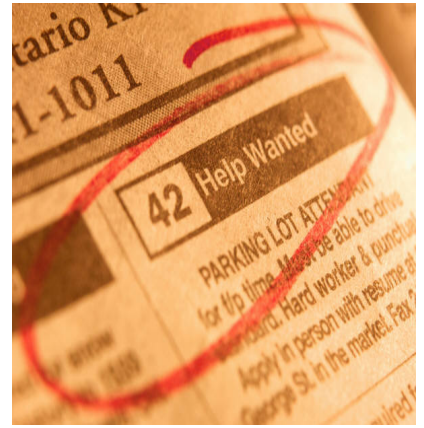


## Employment

Summer and graduation are right around the corner. For those of you graduating who haven't lined up a job yet, it's time to start thinking about what you're going to do. Take your cover letter and resume to the Career Center and have someone look them over and edit them.

For those of you who are just looking for summer employment and staying in Spokane, a good resource is Student Employment located in College Hall. They will be able to help you find an institutional job on campus. You can also go to the Gonzaga website and take a look at the community job board to find a job in the Spokane community.



### Resume Tips

- \*Start with an attractive layout.
- \*Justify the text instead of using left align.
- \*Choose a common font.
- \*Don't use "I" in your resume.
- \*Write a proper cover letter for each position to which you apply.
- \*When you have a degree, list only the year you obtained it.
- \*Deactivate all email links and web addresses.
- \*Be consistent.
- \*Adhere to punctuation and capitalization rules.
- \*Put in reverse chronological order.
- \*Simplify your language.
- \*Eliminate clutter.
- \*Print your resume and read it word-for-word aloud.

### Interviewing 101

1. **Practice good nonverbal communication.**  
-Make eye contact, firm handshake, etc.
2. **Dress for the job or the company.**  
-Look professional and well-groomed.
3. **Listen.**  
-Be sure to listen and let the person know you heard what was said.
4. **Don't talk too much.**  
-Don't tell the interview more than necessary.
5. **Don't be too familiar.**  
-Don't overstep your place as a candidate looking for a job.
6. **Use appropriate language.**  
-Be professional.
7. **Don't be cocky.**  
-Attitude plays a key role.
8. **Take care to answer the questions.**  
-Be specific.
9. **Ask questions.**  
-This can demonstrate your interest in the company.
10. **Don't appear desperate.**  
-Be cool, calm, and confident.

#### Resources

<http://www.monster.com>  
<http://www.collegegrad.com>  
<http://careers.msn.com>

### Cover Letter Etiquette

- \*Always send a cover letter.  
-Include it even if the employer doesn't ask for it.
- \*Be concise.  
-Get to the point as soon as you can.
- \*Keep it professional, but friendly.  
-You want to show that you are a good fit for the position, but you also want the reader to like you.
- \*Get personal.  
-When possible, address it to a specific person.
- \*Focus on the employer's needs.  
-Demonstrate what you can do for the employer.
- \*Be original.  
-Employ some creativity.
- \*Proofread.  
-Thoroughly proofread before sending it.

#### CAREER CENTER

Crosby Student Center  
#211

Monday-Friday  
8:30 a.m. to 12:00 p.m.  
and  
1:00 p.m.-4:00 p.m.

#### STUDENT EMPLOYMENT

College Hall  
#126

Monday-Friday  
9:00 a.m. to  
5:00 p.m.

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If you have any questions about this newsletter or suggestions for future newsletter topics, please e-mail Whitney Lyons, GSAAC Coordinator at: [wlyons@gonzaga.edu](mailto:wlyons@gonzaga.edu).

Information for this newsletter was found on: [www.monster.com](http://www.monster.com).