

THE OFFICE
OF CAREER
SERVICES
PROVIDES:

- Resume Help
- Personal Assessments
- Mock Interviews
- Job Opportunities
- Networking
- Internships/ Co-Ops
- Career Consulting

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Career Exposures

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Finding A Balance

For many of us we are juggling school, a job or internship, our personal life, and relationships with friends, family and significant others. Each of these worlds require our time, attention, and energy. It is very easy to allow our focus to shift to one at the expense of the other. How do we find and maintain a sense of balance between these fulfilling yet often competing areas of our lives?

You will know that you life when you experience and things just seem to from being able to align who we are and what we steps to increasing one's



have achieved balance in your “being in the zone”. Life is good flow. Many times this comes our thoughts and actions with want to do. There are a few key experiences of flow.

Discover who you are! What are your innermost values and beliefs? Taking some time to discover who you are will help you to understand what is most important to you and how to prioritize your desires. Also, discover what you really want to do! Career Services offers two assessment tests – the Myers Briggs Personality Test and the Strong Interest Inventory. These tests evaluate your in-born tendencies and preferences as well as your career interests. Each will contribute to your understanding of who you are and what is most important to you and what you may want to pursue.

Having the knowledge on what makes us tick helps to then set life goals. Once you are aware of your passions and desires, choices become clearer, and priorities easier to define. Visualize where you would like to be, professionally or personally, and set goals to get there. Each day is an opportunity to begin to move closer to where we would like to be!

Spotlight on DEI

Invitations are out so check your mailbox at home or on campus to see if you have been invited to join the Career Honor Fraternity. We will be holding informational sessions soon so that you can better understand how DEI will help you define your future! If you have questions about DEI please contact the President: Sammy Garcia, Jr. at gsammy@nova.edu.

Getting the Most out of Your Career



November is
National Career
Development
Month. This year's
theme:
"My Career:
Imagine the
Possibilities"

Sometimes, we get to a point where we love our job but feel like we should be doing more to advance ourselves. No matter what your career is, most have room for growth. Being able to step up on the ladder is more than just about money. It can also be a personal goal for ourselves to realize we are worth than we give ourselves credit for.

At the same time, we must be realistic. You can't go from janitor today to manager tomorrow. Every opportunity should be investigated. Depending on the size of the company, they may list new positions within the company that take internal applications only. This may be your time to apply for that job you've

been wanting. Not interested in working for your company anymore? Keep abreast of what's new by up to date job postings on sites such as our E-recruiting. In the meantime, update your resume. When that next job comes, you can be the first to apply.

Advancement goes beyond a search for new jobs though. Taking extra classes and getting continuing education credit is advised for any career. It is easier to market yourself when you can discuss the most recent trainings you've been to. Learn a foreign language. As crazy as it sounds, knowing more than one language gives you a great advantage.

Talk to others in your field. Paying yearly dues to your professional association but haven't been to a meeting in three years? Stop by and see what's been going on. This is a great networking tool and provides easy access to people doing what you want to do. No need to prepare 3 pages of questions. Start simply by telling them what you're doing and ask how you can be in their shoes one day. If you haven't noticed, people love to talk about themselves so why not make it an opportunity to learn from them?

No matter where you're trying to be in a month, a year, or ten years, there's no better time than now to start finding ways to advance your career. Your future depends on it.

Dear Career Charlene,

I am a business student in my senior year of college and was wondering if I should go on to graduate school to develop myself professionally. I have taken a ton of business classes, but have hardly any professional experience. Will getting my MBA make me more marketable?

*Signed,
Graduating Gertie*

Dear Graduating Gertie,

Graduate school can be a wonderful opportunity for students to develop themselves and build upon the knowledge gained in college while focusing their studies around one specific area. The choice of whether graduate school is right for you can be a difficult one as graduate school requires a substantial investment of both time and money. Students may want to get some professional experience to couple with their academic training prior to going into a specific program. Some students are frustrated when they get a graduate degree and still must apply for entry level positions because they are lacking in "real world" experience. I recommend that you research internship and job opportunities in your field of interest so that you are a step

ahead of the game.
Signed,
Career Charlene



Turn up the Heat
on your Job Search...
Check out these HOT JOBS!!!

Ajilon Finance

Ajilon is the specialty recruiting division of an international leader in the professional recruiting and staffing industry. Fortune 500 and other successful companies hire Ajilon to recruit them for top Accounting, Office, and Legal professionals for direct hire, temp to hire, and temp positions. We also assist our candidates with resume writing, interviewing techniques, and salary negotiations.

Hiring For: Accountant, Accounting Manager, CPA's, Controller, Marketing, Lawyer, Paralegal, Sales, Business Development, HR Manager, Recruiter, Generalist

American Express

American Express is a global payments company. The attributes that today are the hallmarks of the American Express brand -- trust, integrity, security, quality, customer service -- all have their roots in this compelling story. In this history, as well, are the genesis and development of the company's aspiration to become the world's most respected service brand.

Hiring For: Full-time Positions

Ameriprise Financial

Our values, our history, and our experience can help you make your dreams a reality. As a leader in financial services for more than 110 years, we have a long history of helping our clients reach their goals. Whether it was helping to pioneer the mutual fund industry in the 1940s or introducing comprehensive financial planning in the 1970s, we've always helped our clients envision their financial future - and helped them to get there. Now we are proud to introduce Ameriprise Financial, as we become separate from American Express. Our focus is to help you prepare for what's next and help make your vision for your financial future come to life.

Hiring For: Financial Advisor

Bristol West Insurance Group

At Bristol West we value our employees and it shows. If you want to work in a company where your contributions matter, then Bristol West is the place for you. We are seeking bright, ambitious individuals to help us provide premier service to our customers.

Our mission is to offer innovative automobile insurance products that meet the needs of our customers. We pride ourselves on our commitment to excellence.

With employment opportunities in claims, customer service, technology, finance, marketing, product management, human resources and other insurance operations, you have plenty of choices to advance your career with Bristol West. We offer competitive pay, a full menu of benefits, visionary leadership and a commitment to involvement and communication.

Hiring For: Claims Representative Trainee, Claims Representative, Paralegal, Staff Attorney, Accounting Services, Product Manager, Product Analyst, Programmer, Territory Marketing Manager Trainee.

AutoNation

AutoNation, Inc. (NYSE: AN) is America's largest Automotive Retailer. Headquartered in Fort Lauderdale, Fla., AutoNation employs approximately 27,000 people at 272 dealership locations representing 345 new vehicle franchises across 17 states. With over \$19 billion in annual revenue, AutoNation ranked #112 on the 2005 Fortune 500, outselling all other automotive retailers in the U.S.

AutoNation is a member of the S&P 500.

Hiring For: Sales, Internet Sales, F & I

HOT JOBS Cont...

Enterprise Rent-A-Car

Enterprise is the largest car rental company in North America and arguably the world. We are an \$8.2 billion company with more than 818,000 vehicles in our rental and leasing fleet, more than 61,000 employees and over 6,500 locations in the U.S., Canada, Germany, the United Kingdom and Ireland. Regardless of college major or professional experience, nearly 100% of our employees start out in our Management Training Program. This allows everyone to learn our business from the ground up and understand how they have a significant financial interest in seeing it succeed. You can choose, as most people do, to continue your rewarding ascent on our Rental Operations managerial track or you can explore one of the many exciting options outside of car rental. Areas include Fleet Services, Human Resources, Car Sales, Accounting, Marketing and more.

Hiring For: Management Trainee Program, Management Trainee Internships

Morrison, Brown, Argiz & Farra

MBAF's professional staff of CPAs and consultants, led by a hands-on management team, offers a depth of business experience, market knowledge and technical expertise, coupled with responsive client service. Every aspect of our business reflects this fundamental belief, from our partnership structure and emphasis on rewards to our dynamic work environment and commitment to professional development. We deliver excellence for our clients by inspiring it every day in all of the people who make our firm one of the fastest growing in the nation. At MBAF we make powerful careers possible.

Hiring For: Audit Staff, Accounting Staff, Tax Staff, Litigation/Business Valuation Staff, Audit Senior, Audit Manager, Litigation/Business Valuation Senior

North Star Resource Group

The vision of North Star Resource Group is to be the best and biggest client centered, independent financial planning firm in the world.

North Star is committed to continuously improving our clients' financial well-being by providing quality products and services through long-term, mutually beneficial relationships built on integrity.

Hiring For: Financial Adviser, Intern

Luxottica Retail

Luxottica Group is the world's leading designer, manufacturer and distributor of prescription frames and sunglasses in the premium and luxury segments. Its distribution network covers all of the world's key markets both wholesale and retail. In the retail business, the Group enjoys the largest and most efficient network in the industry, with approximately 5,500 sun and optical stores worldwide.

Hiring For: Optometrist, Retail Sales Manager, General Manager, Store Manager, Style Advisor, Laboratory Manager, Laboratory Technician, Optician

Walgreens

Walgreens, the nation's premier retail drugstore, has opportunities nationwide. With 7,000 stores planned by the year 2010, we're creating opportunities for talented, ambitious individuals to be ready to contribute to future success. So, if you're a motivated, enthusiastic, people-oriented person with a knack for organization and who thrives in the fast-paced world of retail management, we want to talk to you.

Hiring For: Retail Management Trainee, Retail Management Intern- Summer 2007

Office Depot

Office Depot, a Fortune 500 company founded in 1986 and one of the world's largest sellers of office products, is an industry leader in every distribution channel, including stores, direct mail, contract delivery, the Internet and business-to-business electronic commerce. With annual sales over \$14 billion and tremendous growth over 20 years, we provide more office products and services to more customers in more countries than any other company.

Hiring For: Financial Accountants, Tax Accountants, Auditors, Financial Analysts, Managers, Directors and more.

